Education Services Australia

improve

User guide for teachers

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Background

Improve was developed in response to a need within the school system for an interactive learning system that can be used by teachers and students around Australia to improve student learning and outcomes.

This guide uses step-by-step explanations and screenshots to provide an overview of the features of Improve that are most likely to be used by teachers.

As a teacher, you can:

- view and access existing tests and questions
- create customised tests and questions
- add learning activities to questions
- monitor the completion of tests and activities
- generate comprehensive reports to determine student outcomes.

All teachers of licensed schools in Australia can access Improve. Full access to learning resources is available via Scootle – www.scootle.edu.au. Access is managed by jurisdictions and various school bodies (not by Education Services Australia).

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Register with Improve

You will firstly need to register with Improve via one of these options:

1. **Existing Scootle user**

   If you are a registered Scootle user, you can access Improve using your Scootle username and password.

   You will be able to log in to Improve from the website (**improve.edu.au**) or by using the Improve link in the menu bar of the Scootle website.

2. **New Scootle user**

   To register for Scootle go to: http://www.scootle.edu.au and select the **New to Scootle? – Teachers can register here!** link. Enter your education email address and complete the registration form.

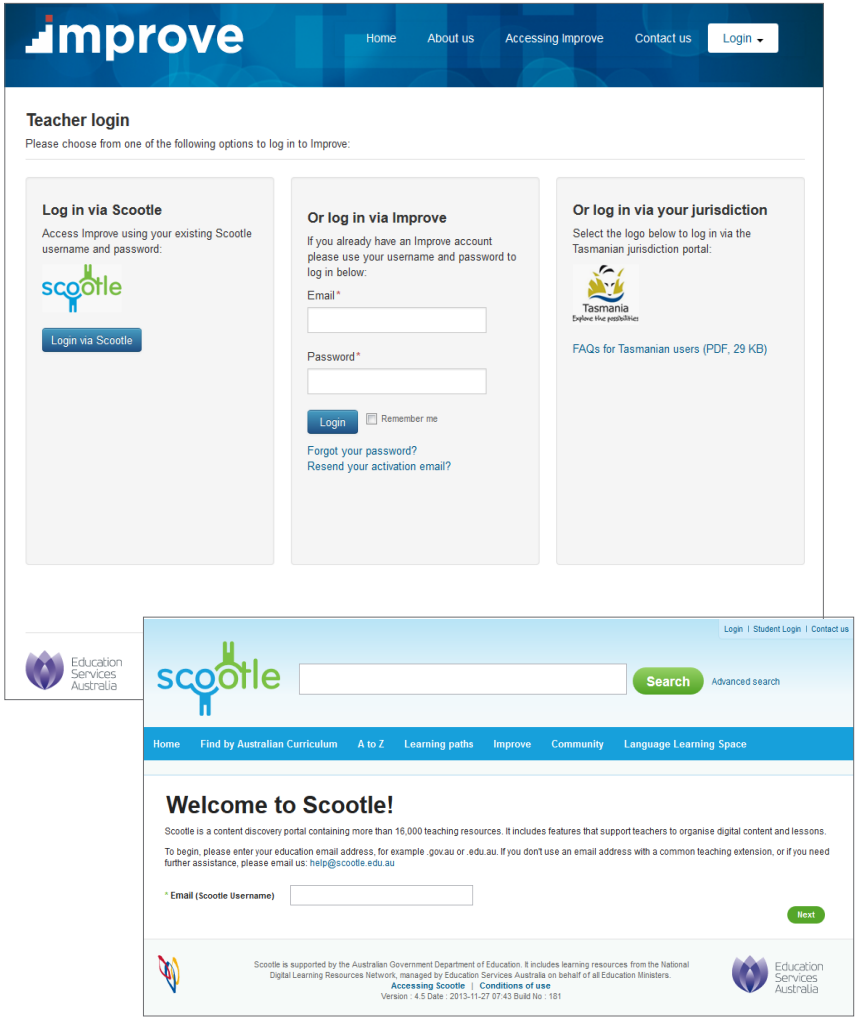
   You will receive a confirmation email and you will need to select the link in this email to complete the registration process.

3. **Jurisdiction website**

   If available in your state/territory, you can register with Improve via your jurisdiction website. From the jurisdiction website:

   - Search for the 'Accessing Improve' resource **R12306**.
   - Select **View** or **Open Resource** to continue.
   - Select **Register for Improve**.

   You will then be directed to the Improve registration page.



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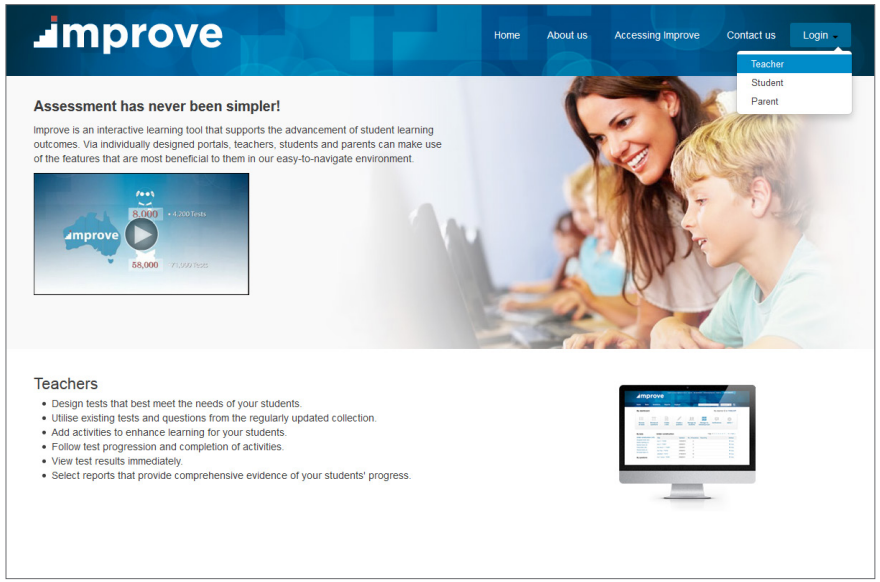
Access Improve

Log in

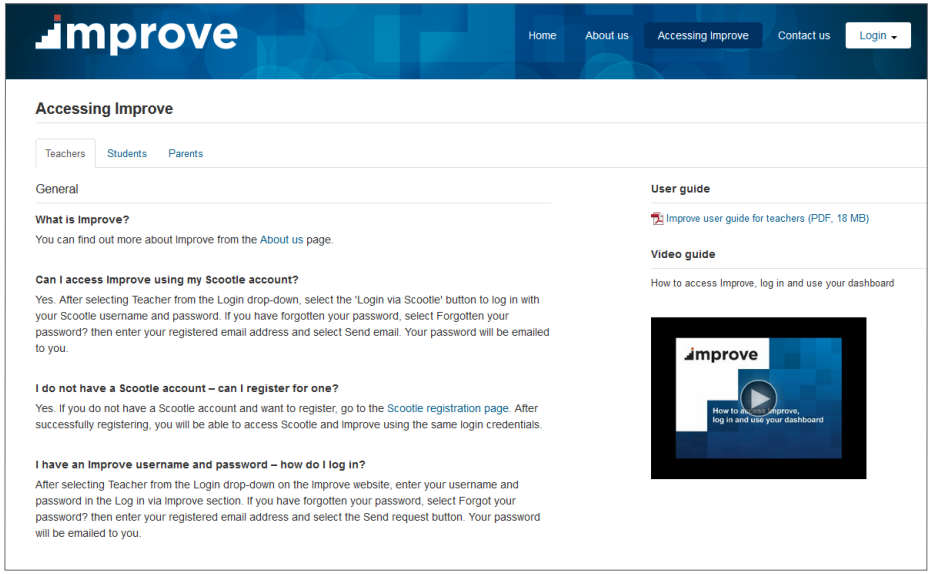


Enter the web address **improve.edu.au** into the address bar of your web browser.

Ensure that you have a Scootle account or that you have registered with Improve before you attempt to log in.

Select **Teacher** from the **Login** drop-down menu on the far right of the top menu bar. Alternatively, select the heading '**Teachers**' (located halfway down the page) or the image of the computer screen to access the **Teacher login** page.

View login instructions



Select **Accessing Improve** from the top menu bar to view login instructions and support materials.

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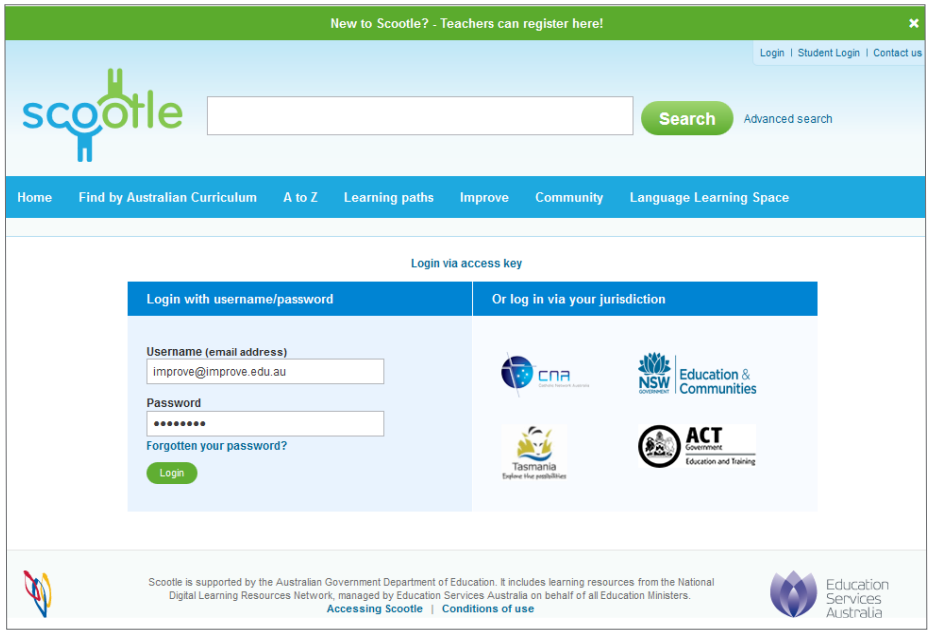
Access Improve

Log in via Scootle

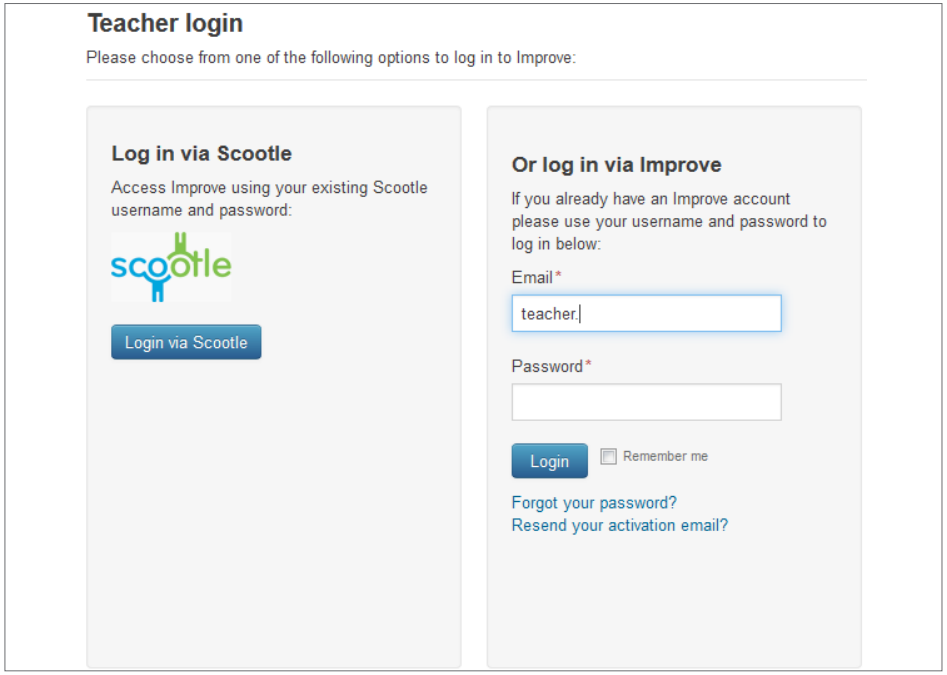


Select the **Login via Scootle** button, enter your username and password, and select **Login**.

If you have forgotten your Scootle password select the **Forgotten your password?** link, enter your emaill address and select **Send email**.

A temporary password (valid for 24 hours) will be emailed to you. You will need to change this password after login.

Log in via Improve



Enter your email address and password to log in via Improve.

If you have forgotten your password select the **Forgot your password?** link, enter your email address and select **Send request**. Your password will be emailed to you.

Note: If you have not completed the registration process, select the **Resend your activation email?** link to receive the activation email again.

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Overview: My dashboard

Header bar

The header bar appears at the top of every page in Improve. This bar allows you to **Contact us** via email, to go to **My dashboard** and to **Log out**.

Main menu bar

The main menu bar appears at the top of every page. This bar gives you access to your dashboard, questions, tests, reports and support.

Icon links

The dashboard links menu allows you to access all existing tests and questions as well as create your own questions and tests. You can access a list of your registered students and set up a class to which you can assign students. Any notifications you have received can also be accessed from here.

Dashboard

You can access a number of functions from your dashboard. Change the view by selecting any of the options under the three headings on the left of the dashboard – **Assigned tests**, **Tests**, or **Questions**.

Log out

Use this drop-down to log out of Improve.

Teacher ID

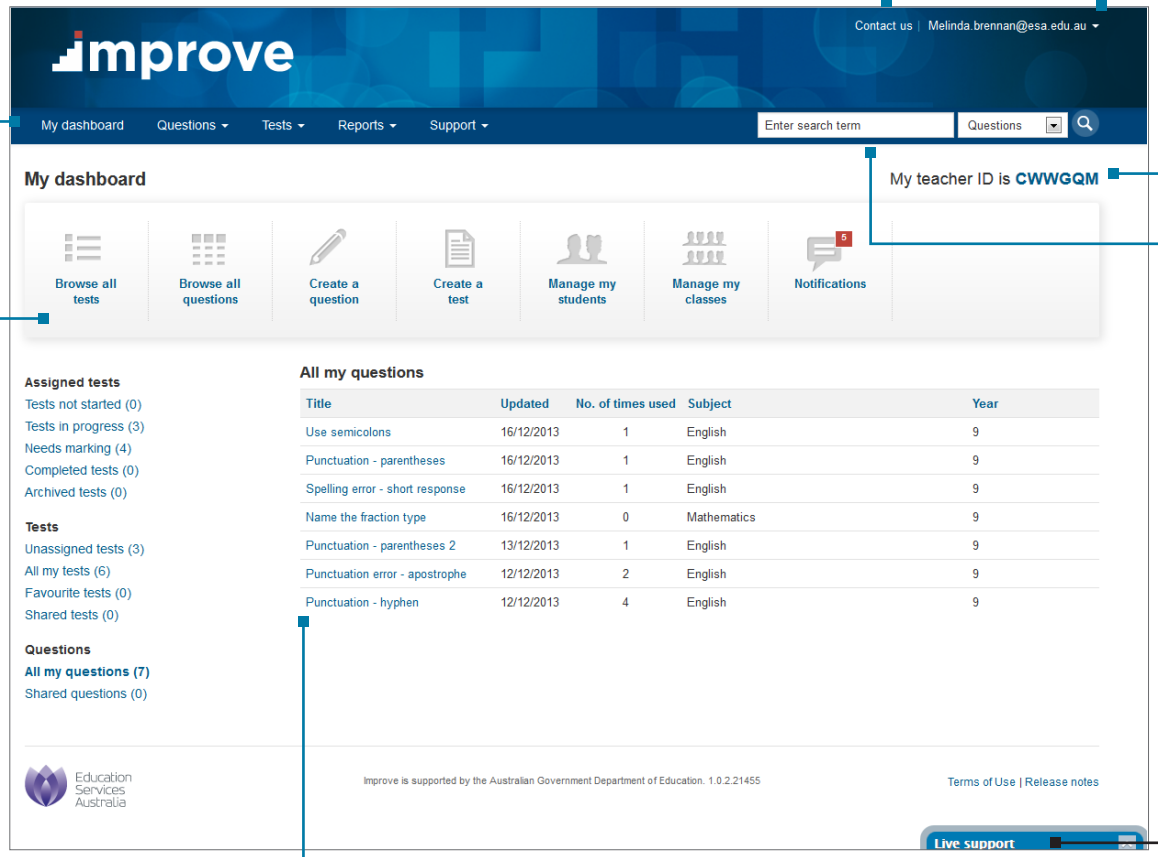
You need to give your teacher ID to your students when you are ready for them to join your class and to access tests.

Search box

A search box appears at the top of every page. You can search for tests or questions using one or more keywords.

Live support

Use this link to access online support.



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Overview: My dashboard

Assigned tests

Tests not started

List of tests that you have assigned but which have not yet been attempted by any of your students

Tests in progress

List of assigned tests that are currently being undertaken by your students

Needs marking

List of tests that you must manually mark

Completed tests

List of tests that have been finished and marked

Archived tests

List of tests that you have recently archived

Tests

Unassigned tests

List of tests that you have created but not yet assigned

All my tests

List of all tests attached to your username

Favourite tests

List of tests that you have added as favourites

Shared tests

List of tests that you have shared with other Improve users

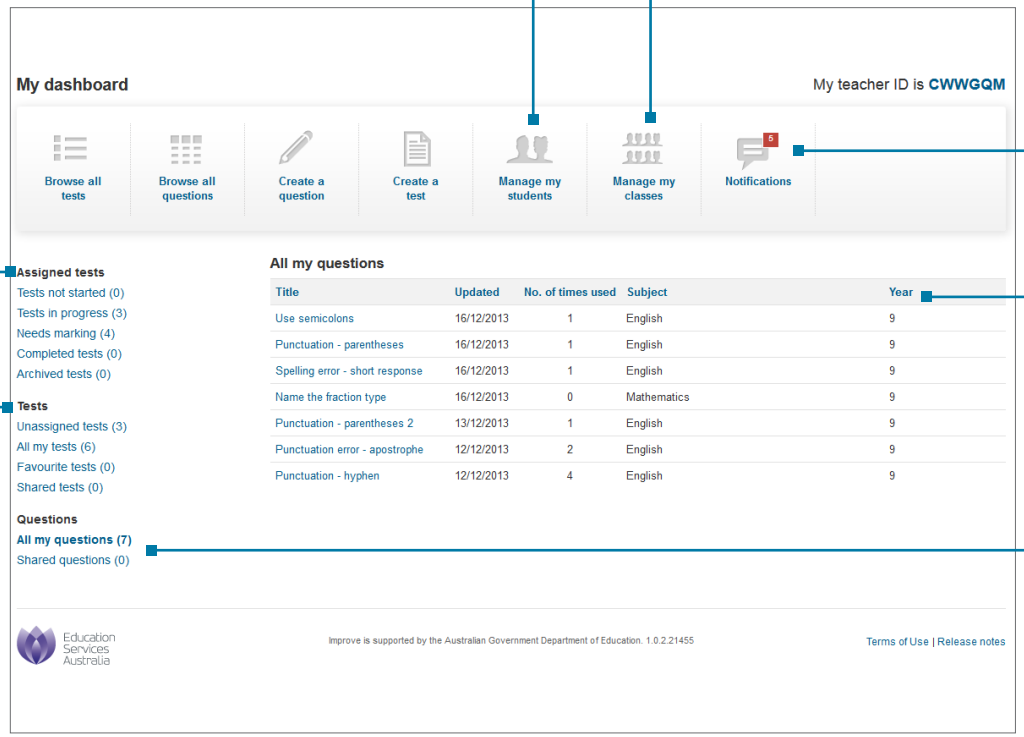
Manage my students

Access a list of students who have joined your class. You will be able to edit student names and retrieve passwords from the **Registered students** page.

Note: Students must register themselves via the student dashboard and will require your teacher ID to register.

Manage my classes

Create a class to which you can assign your registered students.



Notifications

Select this link to display all notifications.

This list will change according to the link selected from the left menus. This sample displays a list of questions that have been created by the user.

Questions

All my questions

Lists all questions that you have created

Shared questions

Lists all questions that you have shared with other Improve users

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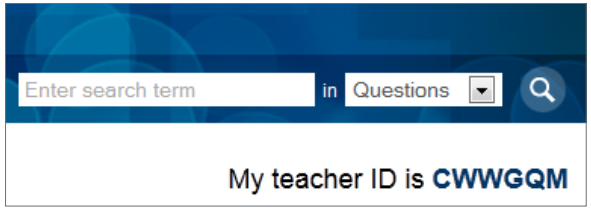
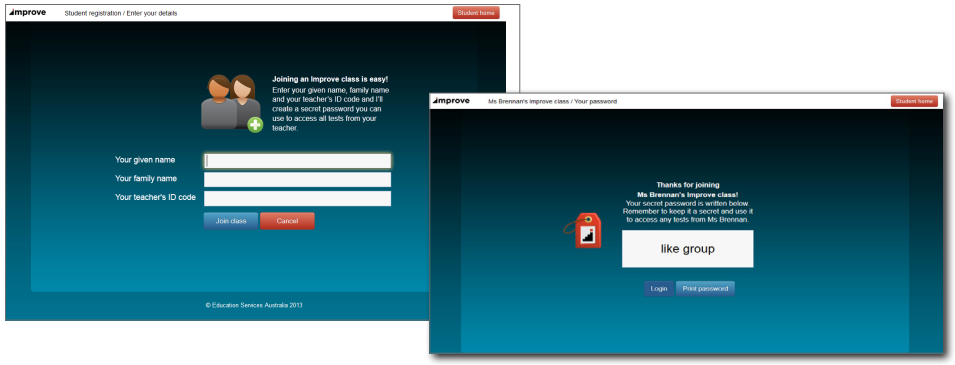
My dashboard

About your teacher ID



Your teacher ID is always visible in the top right of **My dashboard**. It consists of six alphabetic characters and does not change at any time. You will need to provide your teacher ID to students to enable them to register for your class.

To register as a student in your class, students select the **Join a class** link from the Improve student dashboard. After registering, a student receives a password (in this example, **like group**) that identifies them uniquely as your student and allows them to access your assigned tests.



About student passwords and test PINs

A student's password is a unique identifier and cannot be shared. Your student will use this password to access tests assigned to them, and identify them to you after test completion. Please remind your students to keep their password(s) safe.

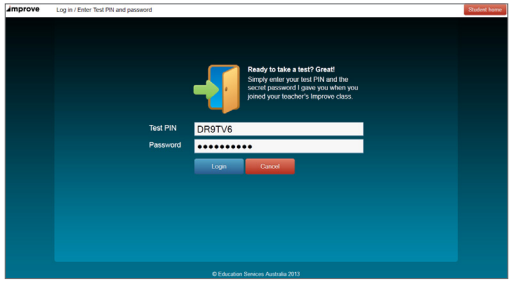
Tests in progress

Title	PIN	Assigned date	Assigned to	Actions
New punctuation test	4YY9TJ	16/12/2013	Year 9 Literature	Actions
Remembering punctuation	Q9LTMB	16/12/2013	Year 9 Literature	Actions
Punctuation for year 9	KN43R2	11/12/2013	Year 9 Literature	Actions

Each test is also identified by a unique PIN. You can find this PIN on the following Improve pages:

- the **Assigned tests** section on the left of your dashboard
- the **assigned test settings** page, in the **Test PIN** box.

Provide this test PIN to your students to enable them to gain access to the test.



After selecting **Take a test** in the Improve student dashboard, a student enters:

- the PIN that you gave them
- their student password.

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Overview: Main menu bar

The Improve main menu bar appears at the top of every page.

Questions

The **Questions** drop-down menu contains two options.

- Select **Create a question** to construct your own questions.
- Select **View my questions** to view all the questions that you have created.

Tests

The **Tests** drop-down menu contains two options.

- Select **Create a test** to set up your own test using existing questions or questions that you create.
- Select **View my tests** to view all tests that you have created.

Reports

The **Reports** drop-down menu contains four options.

- Select **Test Summary Results** to generate a report for a specific test.
- Select **Class Test Results** to generate a report for a specific class.
- Select **Student Test Results** to generate a report for a specific student.
- Select **Registered Students** to generate a report listing student names and login details.

Support

Select the relevant **Support** link to access video guides, user guides, contact details for helpdesk and general assistance.

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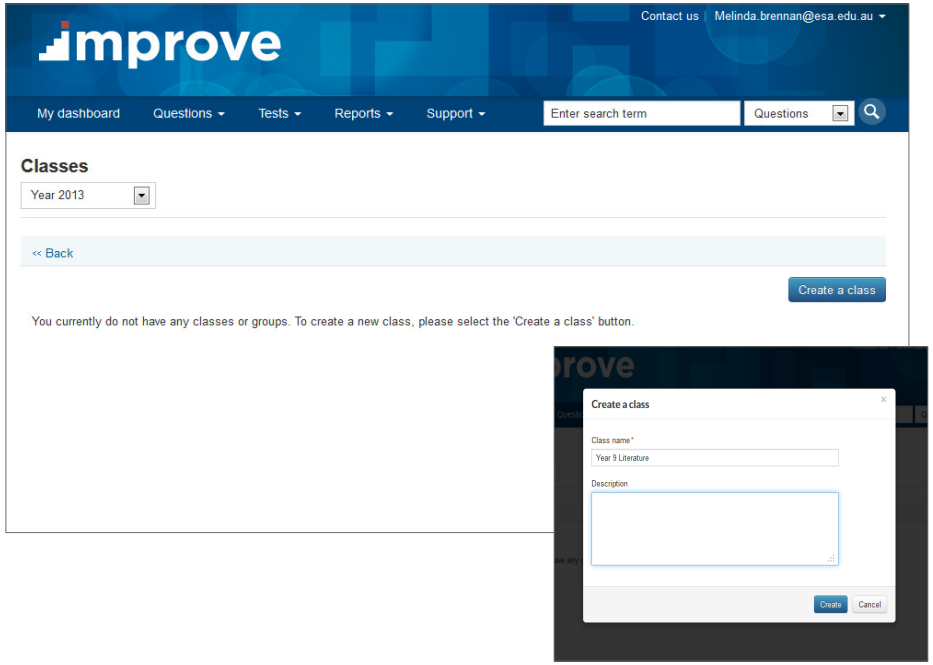
Create a class

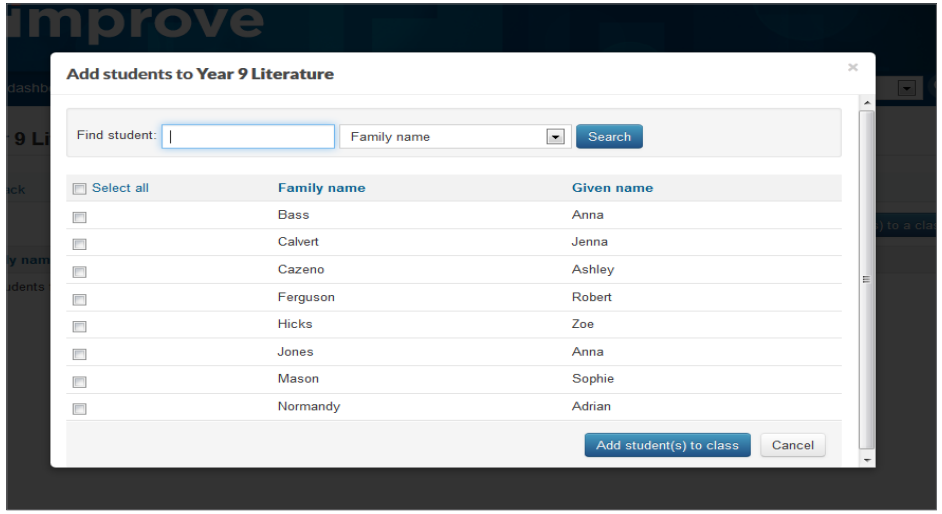
View and create a class



To display a list of classes for the current year, select **Manage my classes** from your dashboard.

To create a new class, select the **Create a class** button, and enter a name and description details for the new class.

Add students to a class



After a student joins your class, their name will appear in the **Registered Students** list that you can access from the **Manage my students** link on the dashboard.

To add a student to a class:

- Select **Manage my classes** from the dashboard.
- Select **Manage students** from the **Actions** drop-down menu of the relevant class.
- Select **Add student(s) to a class**.
- Either enter the student's name in the search field or select the checkbox next to student's name.
- Select the **Add student(s) to class** button to save.

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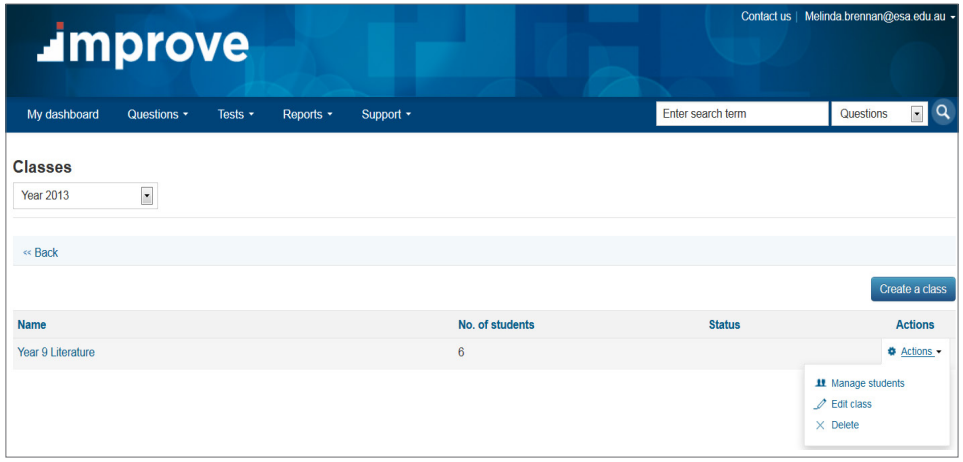
Create a class

Edit a class

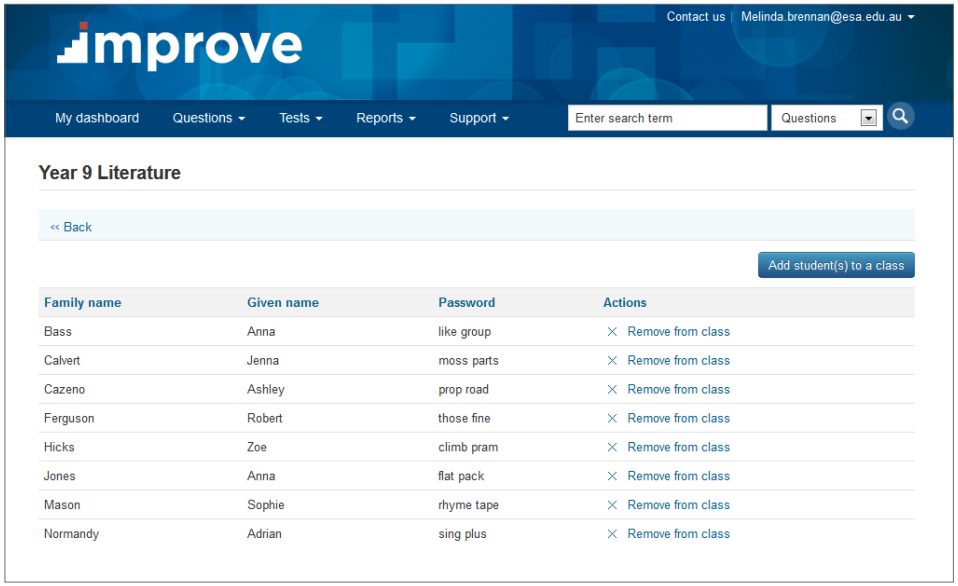


To edit a class, select **Manage my classes** from the dashboard, then the **Actions** drop-down menu for the relevant class.

To update details for a student, select **Manage students**.

Select **Edit class** to update the name and description of the class or **Delete** to remove it from the list.

Remove a student from a class



To remove a student from a class, select **Remove from class**.

This action will remove the student from the selected class but will not delete the student from your registered students list.

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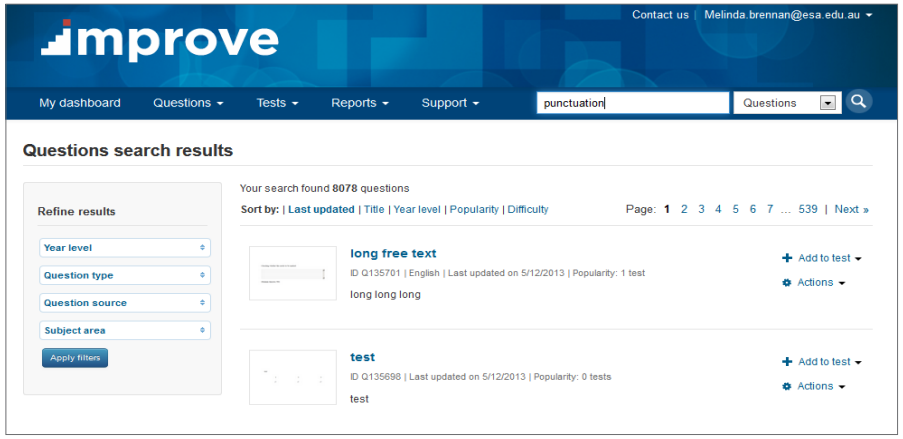
Create your own test

Find a question

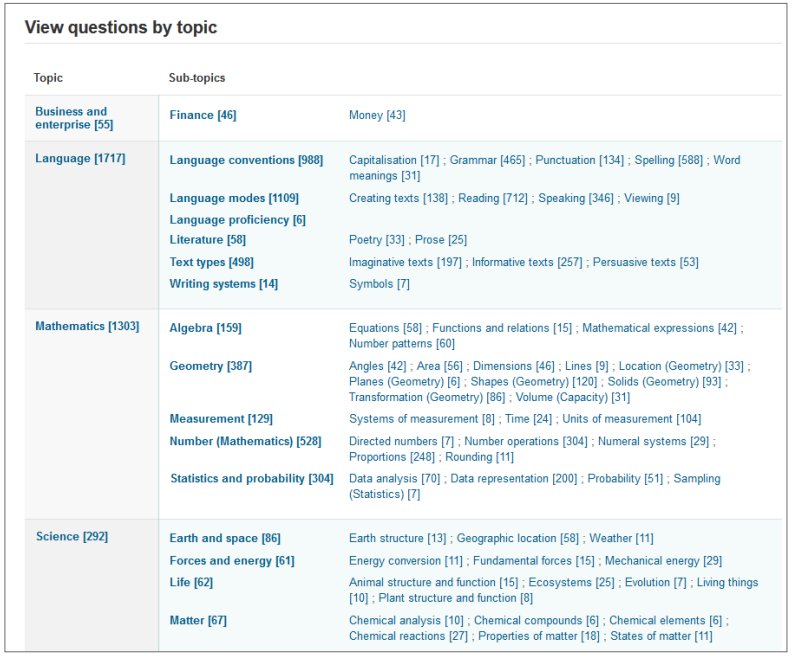


As well as providing you with access to authorised tests, Improve allows you to create tests that meet the specific needs of your students.

If you would like to browse the list of all questions, select the **Browse all questions** link from the dashboard.

To search for a question, enter the search text in the search field, ensure that the **Questions** option is highlighted and select the magnifying glass to conduct your search.

Browse questions by topic



View questions by topic

Topic	Sub-topics	
Business and enterprise [55]	Finance [46]	Money [43]
Language [1717]	Language conventions [988]	Capitalisation [17] ; Grammar [465] ; Punctuation [134] ; Spelling [588] ; Word meanings [31]
	Language modes [1109]	Creating texts [138] ; Reading [712] ; Speaking [346] ; Viewing [9]
	Language proficiency [6]	
	Literature [58]	Poetry [33] ; Prose [25]
	Text types [498]	Imaginative texts [197] ; Informative texts [257] ; Persuasive texts [53]
	Writing systems [14]	Symbols [7]
Mathematics [1303]	Algebra [159]	Equations [58] ; Functions and relations [15] ; Mathematical expressions [42] ; Number patterns [60]
	Geometry [387]	Angles [42] ; Area [56] ; Dimensions [46] ; Lines [9] ; Location (Geometry) [33] ; Planes (Geometry) [6] ; Shapes (Geometry) [120] ; Solids (Geometry) [93] ; Transformation (Geometry) [86] ; Volume (Capacity) [31]
	Measurement [129]	Systems of measurement [8] ; Time [24] ; Units of measurement [104]
	Number (Mathematics) [528]	Directed numbers [7] ; Number operations [304] ; Numeral systems [29] ; Proportions [248] ; Rounding [11]
	Statistics and probability [304]	Data analysis [70] ; Data representation [200] ; Probability [51] ; Sampling (Statistics) [7]
Science [292]	Earth and space [86]	Earth structure [13] ; Geographic location [58] ; Weather [11]
	Forces and energy [61]	Energy conversion [11] ; Fundamental forces [15] ; Mechanical energy [29]
	Life [62]	Animal structure and function [15] ; Ecosystems [25] ; Evolution [7] ; Living things [10] ; Plant structure and function [8]
	Matter [67]	Chemical analysis [10] ; Chemical compounds [6] ; Chemical elements [6] ; Chemical reactions [27] ; Properties of matter [18] ; States of matter [11]

You can also view a list of all questions sorted by topic and then sub-topic.

Select **View questions by topic** from the **Questions** drop-down in the main menu.

Select a topic or a sub-topic to view all the questions contained within it.

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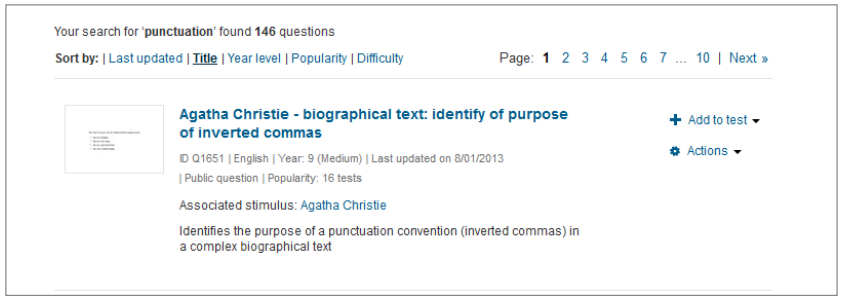
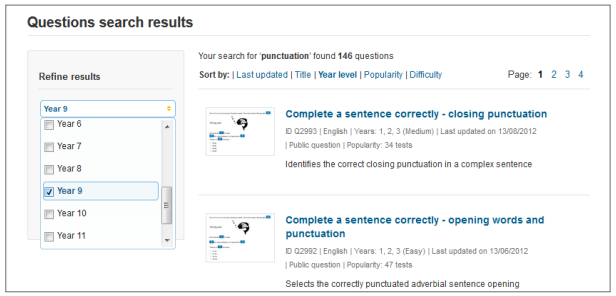
Create your own test

Filter and sort your search

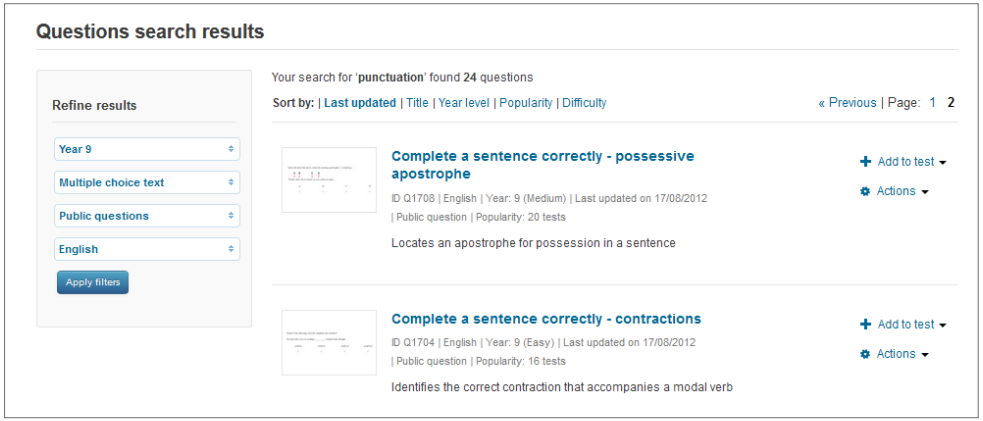




Search results are initially sorted by **Last updated** (most recent first). To change the sort order, select:

- **Title** (ordered alphabetically)
- **Year level** (lowest to highest)
- **Popularity** (based on the number of times a question has been added to a test)
- **Difficulty** level (easy, medium or difficult).

Further refine search results



You can further refine your results by selecting options from the four drop-down menus on the left:

- **Year level** – foundation through to year 12
- **Question type** – select one or more of the seven types
- **Question source** – public questions, my questions, shared questions
- **Subject area** – English, mathematics, science.

Select the **Apply filters** button to display the filtered results.

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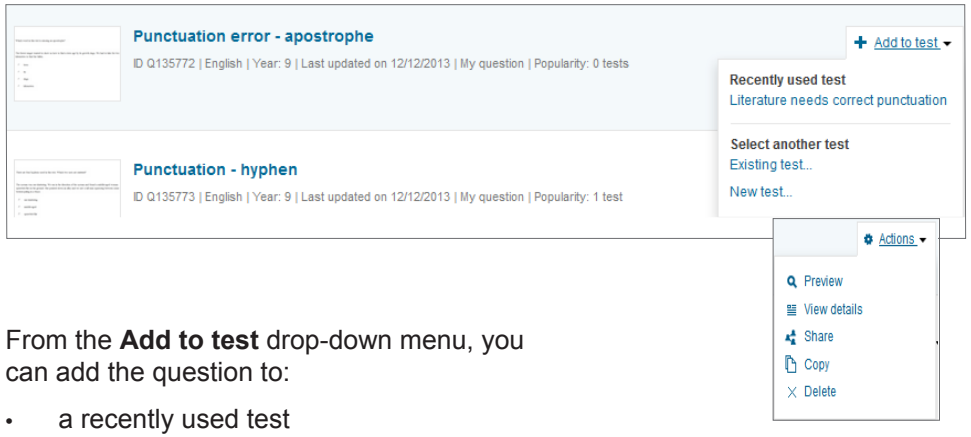
Create your own test

View a question

From this view, you can choose several options for the relevant question from the **Add to test** and **Actions** drop-down menus.



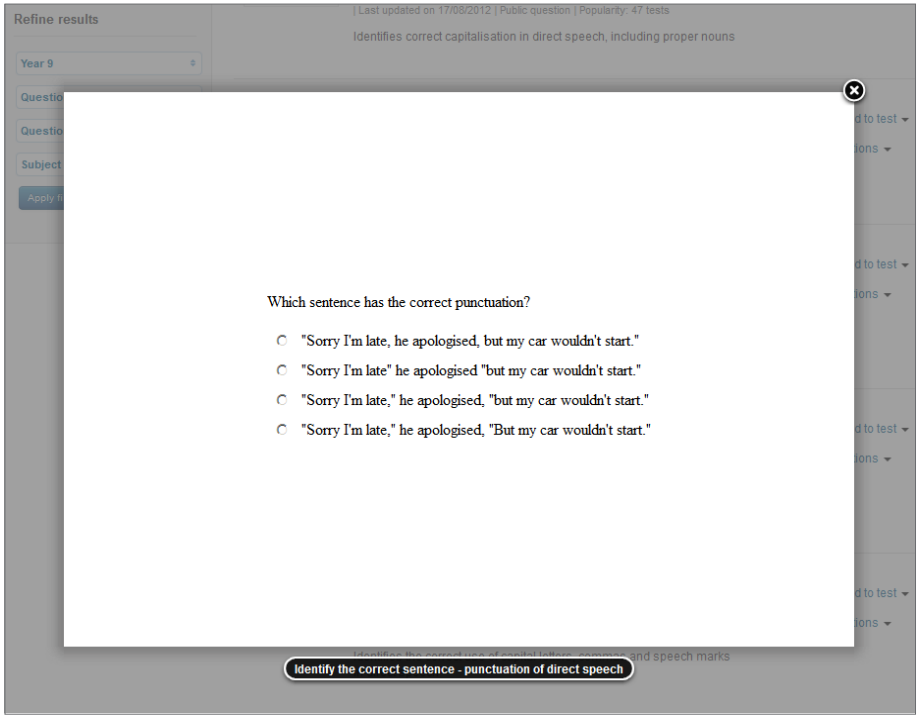
From the **Add to test** drop-down menu, you can add the question to:

- a recently used test
- an existing test
- a new test.

From the **Actions** drop-down menu, you can:

- preview the question
- view details for the question
- share the question
- copy the question
- delete the question.

Preview a question



Select **Preview** to display the question. To return to the search results select **(x)** from the top right of the preview screen.

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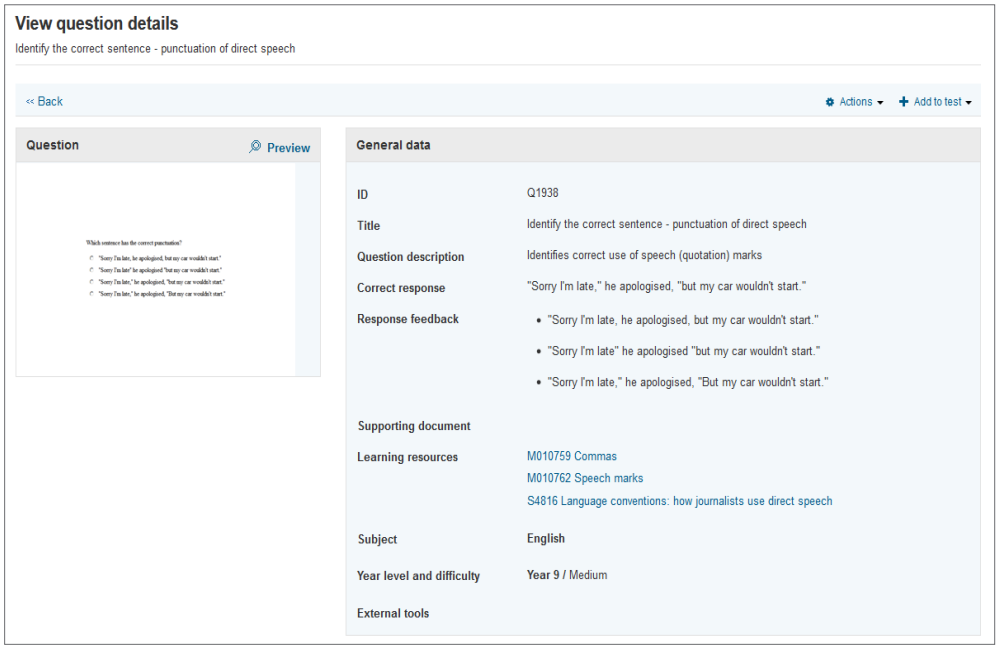
Create your own test

View the details of a question

This page displays additional details related to the question. The level of detail displayed will depend on your access rights. Not all fields will be populated but there will be sufficient data to enable you to determine if the question is suitable for your requirements.



General data

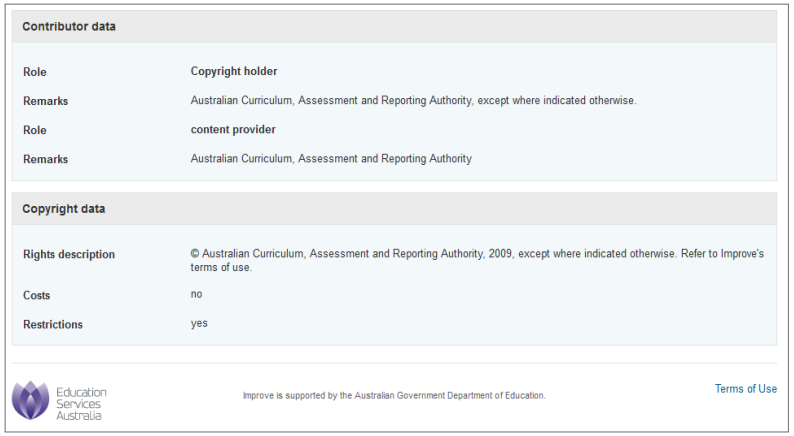
General data provides basic information about the question such as ID, title, description and correct response (answer). For multiple choice type questions, the response feedback indicates the incorrect responses and for short response type questions, it lists alternatives.

Any suppporting document or learning resource linked to the question will be listed here. You can select a resource to open and view it in a new window.

The subject, year level and any external tools that are allowed for the test are also listed.

You can also view **contributor data** and **copyright data** for the question.

Select **Back** to return to the search results.



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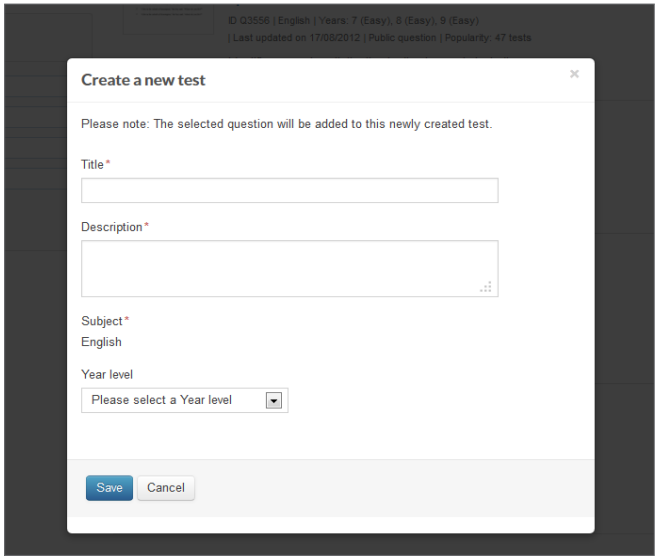
Create your own test

Create a new test

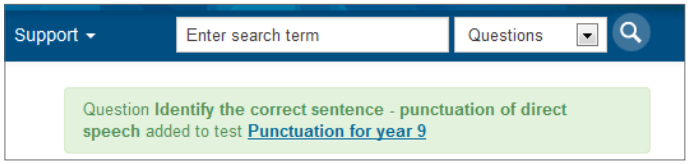


When you are ready to create a new test, select the **Add to test** drop-down menu for the appropriate question.

Select the **New test** link to display the above pop-up. Enter a title, description, year level and subject for your test into the fields.

Select **Save** to create the new test and add the selected question.

Test created



A message will display at the top right of the search page indicating the title of your new test and the title of the question that was added to the new test.

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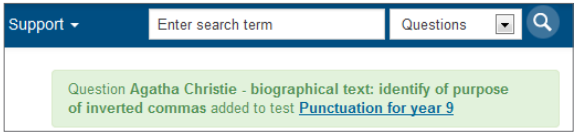
Create your own test

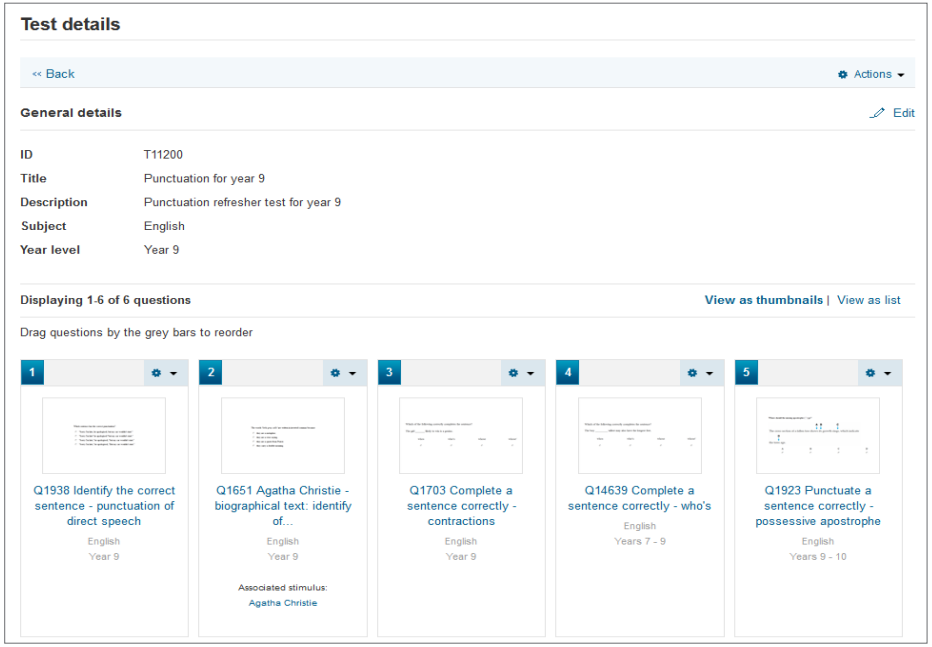
Add more questions to your test



To add more questions to your test, select the **Add to test** drop-down menu for the relevant question. You will see the title of the test under the **Recently used test** heading.

After you select the test title, a confirmation that the question was added to the test will display at the top right of the search page.

View your test



To view your new test, select the title from the confirmation message at the top right of the page.

There are a number of things you can do with your test before assigning it and making it available for students to complete. An overview is provided on the next page and further detail, where appropriate, is provided on subsequent pages.

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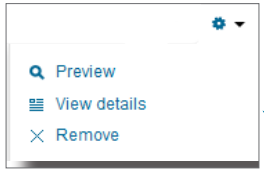
Overview: Test details



Preview

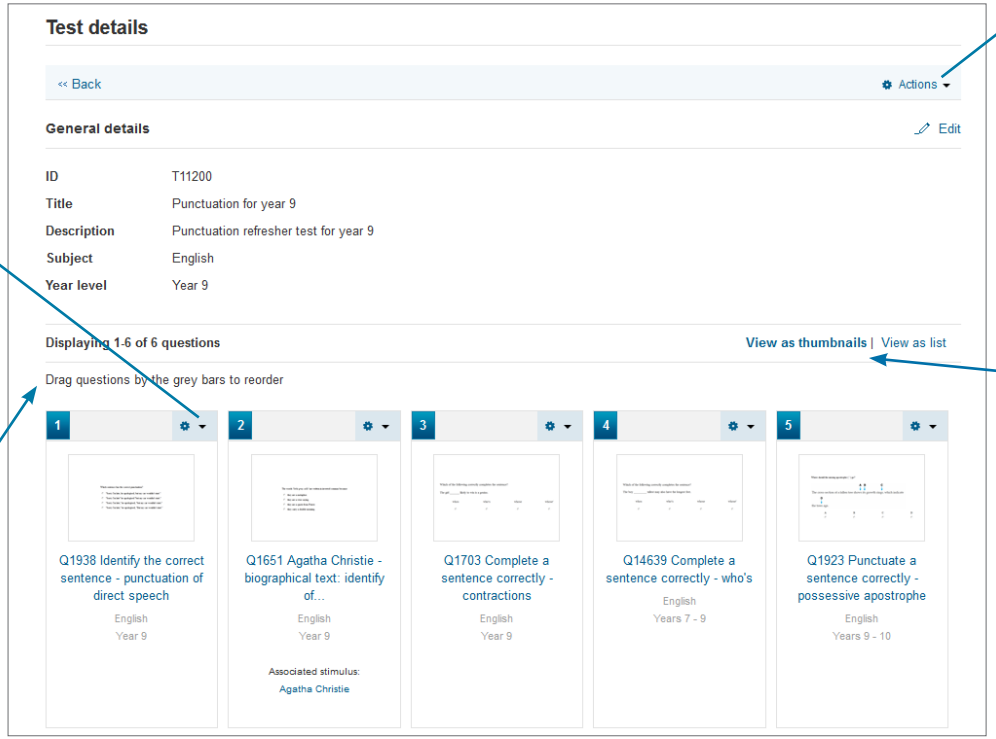
Select this link to preview the question.

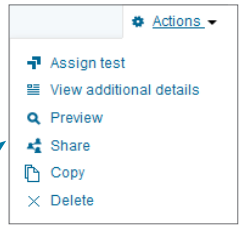
View details

Select this link to view additional details associated with the question.

Remove

Select this link to delete the question from the test.





Assign test

Select this link to make the test available for students.

View additional details

Select this link to view any extra details for the test. Depending on your access level, you can also edit these details if necessary.

Preview

Select this link to view the test in its entirety (as a student would see it).

Share

Select this link to share the test with another Improve user.

Copy

Select this link to create a copy of the test with a new name.

Delete

Select this link to delete the test.

After the test has been assigned it cannot be deleted and this link will no longer display in the list.

Reorder questions

To change the order in which questions appear, click and hold your left mouse button in the grey area of a question header bar and drag the question to a new location. Release the mouse button to drop the question in place. All questions from that point onward will be renumbered accordingly.

Change view of questions

Horizontal thumbnails are the default view. To change to a vertical list view, select **View as list**.

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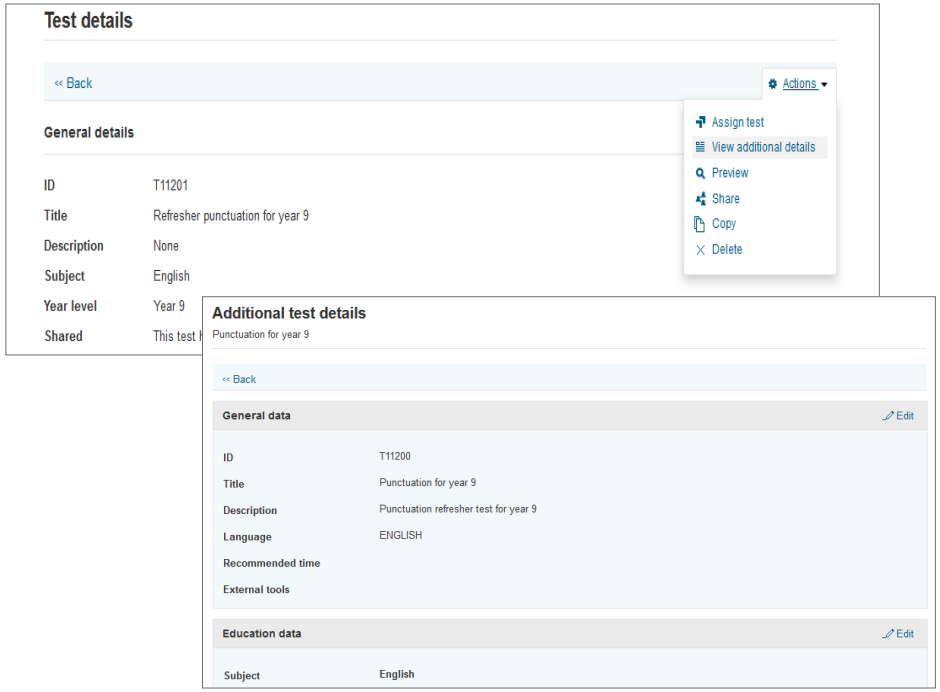
Work with your test

View, update and add additional test details

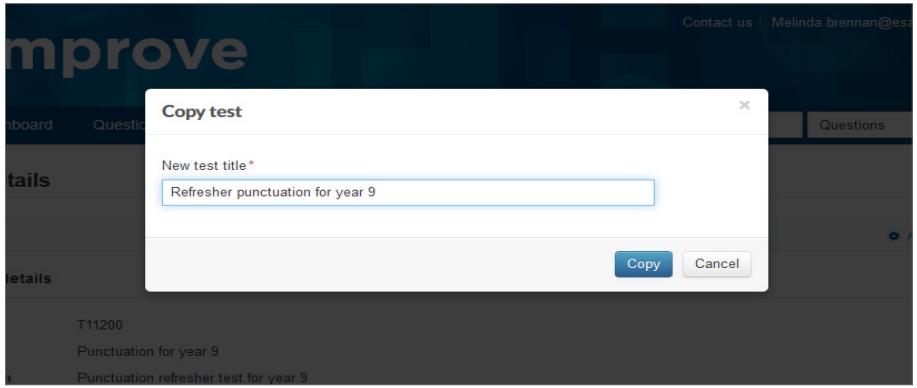


From the **Actions** drop-down menu on the **Test details** page of the test, select **View additional details**.

Depending on your access level, you can add or update existing details by selecting **Edit** for the relevant section. Enter or select data for the fields you wish to populate or change. Then select **Save changes** to retain the data.

Select **Back** to return to the test details page.

Copy a test



To copy a test, select **Copy** from its **Actions** drop-down menu. The current title populates the **New test title** field; however, you must enter a new title to continue.

Select the **Copy** button to display the **Test details** page for the copied test.

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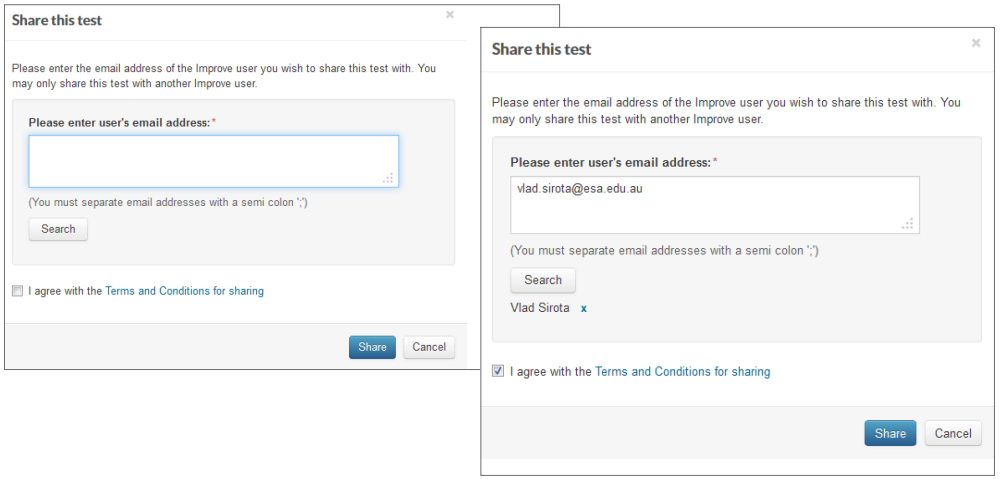
Work with your test

Share a test



You can only share a test with another Improve user.

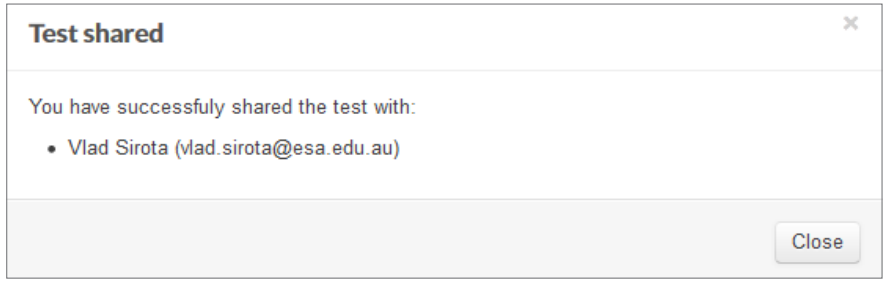
Select **Share** from the **Actions** drop-down menu of the relevant test and enter the email address of the user.

Select the **Search** button. The recipient's name (or username) will display below the box. You can enter more than one email address by separating with a semicolon.

If an email address is not found, an error message will be displayed.

To complete the sharing process, check the box to agree to the terms and conditions and select the **Share** button.

Your shared test



A pop-up message displays a list of the users you have shared the test with.

The **Test details** page will also display a message indicating that the test has been shared. To view details of the user, date and time shared, select the link in the message.

The status will be updated from **Pending** to **Accepted** when the test is accepted by the recipient.

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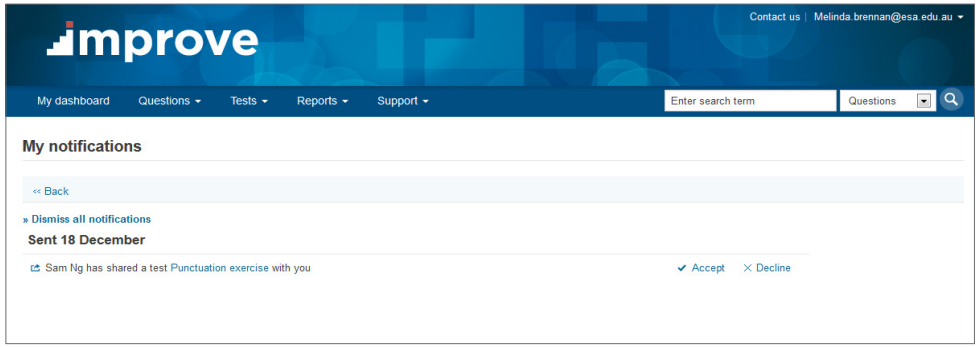
Work with your test

Access shared tests



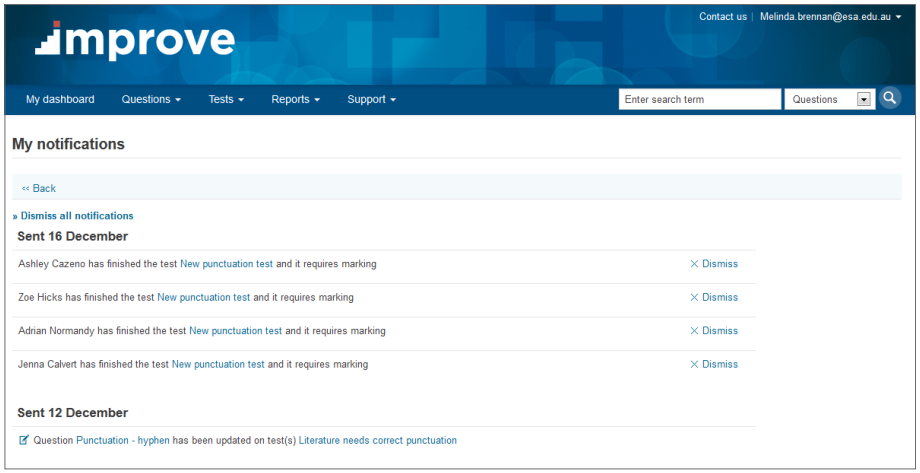
If another Improve user shares a test with you, a message will be sent to your email inbox with a link to the **Notifications** area of your dashboard.

All notifications are listed in date order with the most recent message at the top.

To accept a test that has been shared with you, select **Accept**. If you do not wish to copy the test to your dashboard, select **Decline**.

When you accept a shared test, it will move from **Notifications** to the **Tests** area of your dashboard.

View your notifications



Messages related to shared tests and alerts about completed tests awaiting marking will be displayed in the **Notifications** area of your dashboard. The red flag attached to the **Notifications** icon indicates the number of notifications awaiting your attention.

If you do not want to action any notifications, select the **Dismiss all notifications** link from the top of the page.

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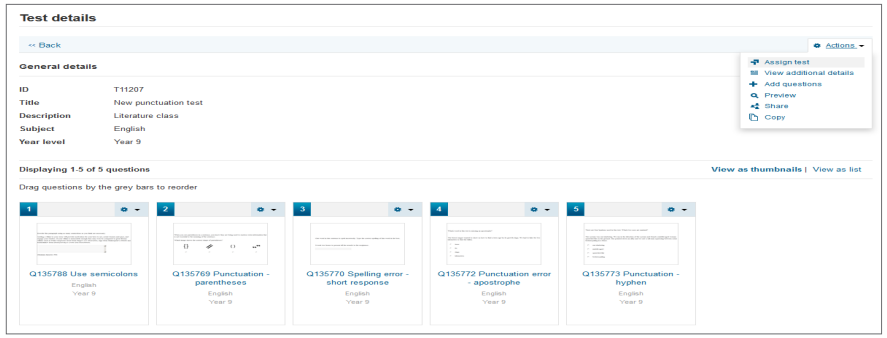
Work with your test

Assign a test



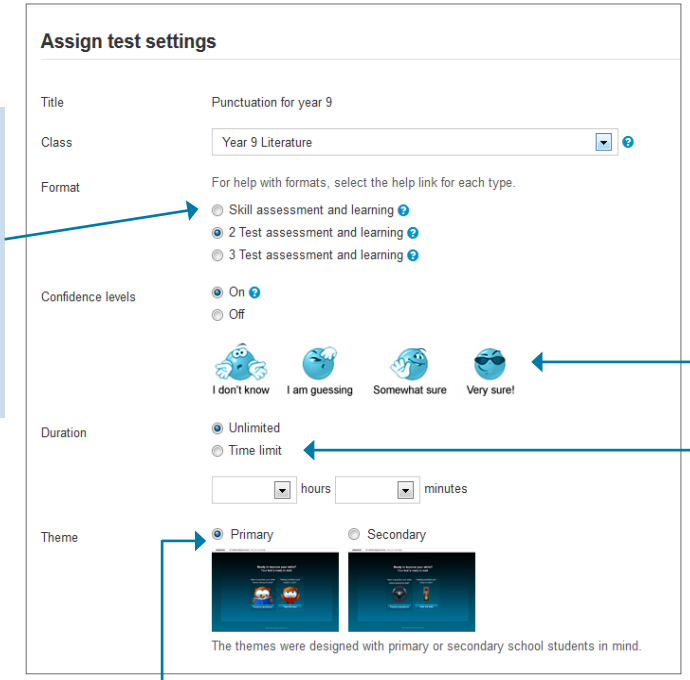
To assign a test to students, select **Assign test** from the **Actions** column of the **Unassigned tests** link on your dashboard.

You can also assign a test from the test details page. Select **Assign test** from the **Actions** drop-down menu.

Note: Test details can be modified until the test is accessed by students after which time it will be 'locked' for editing.

Select test settings

The title field cannot be changed. All other fields are populated with a default selection and other available choices.



Format
Select the appropriate test format. For help with formats, select the **help** link for each type (see next page for explanations).

Confidence levels
Select 'on' or 'off' for confidence level indicators. Students will be required to select their confidence level for each question before moving to the next question.

Duration
Default is 'unlimited'. To add a time limit, select the hours and minutes from the drop-down lists.

Theme
Select 'primary' or 'secondary'.

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Work with your test

Test formats

In all tests, the order of responses for a multiple choice question will be randomised.

When assigning a test, you will need to choose from one of three available formats.

Skill assessment and learning

- Students complete one test only.
- Questions appear in the order they were created (or added).

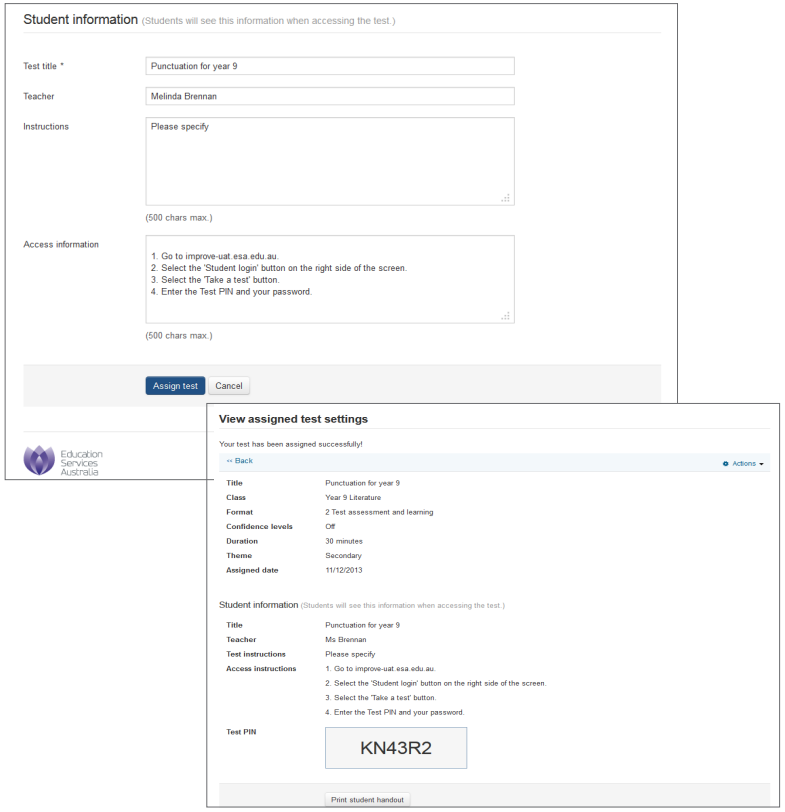
2 Test assessment and learning (also called 'full test')

- Students have two opportunities to complete the test.
- Any student who does not achieve 100% in the first test can attempt the test a second time.
- A second test will include all questions but the order of the questions will be randomised.

3 Test assessment and learning (also called 'adaptive test')

- Students have three opportunities to complete the test.
- Any student not achieving 100% in the first test will be able to access a second test, and so on.
- Second and third tests will include only questions marked as incorrect in the preceding test.

Review student information



All fields are populated except the test instructions. Enter any specific instructions for your students into the **Instructions** field, up to a maximum of 500 characters, then select the **Assign test** button.

The **Test PIN** is now generated. This PIN will need to be provided to your students in order for them to take the test. The test PIN is also visible in the tests area of your dashboard.

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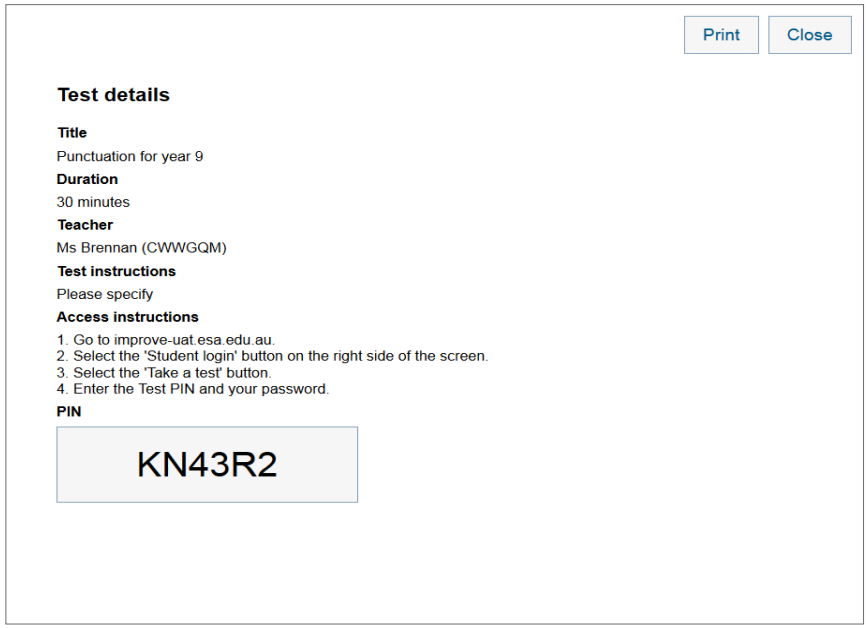
Work with your test

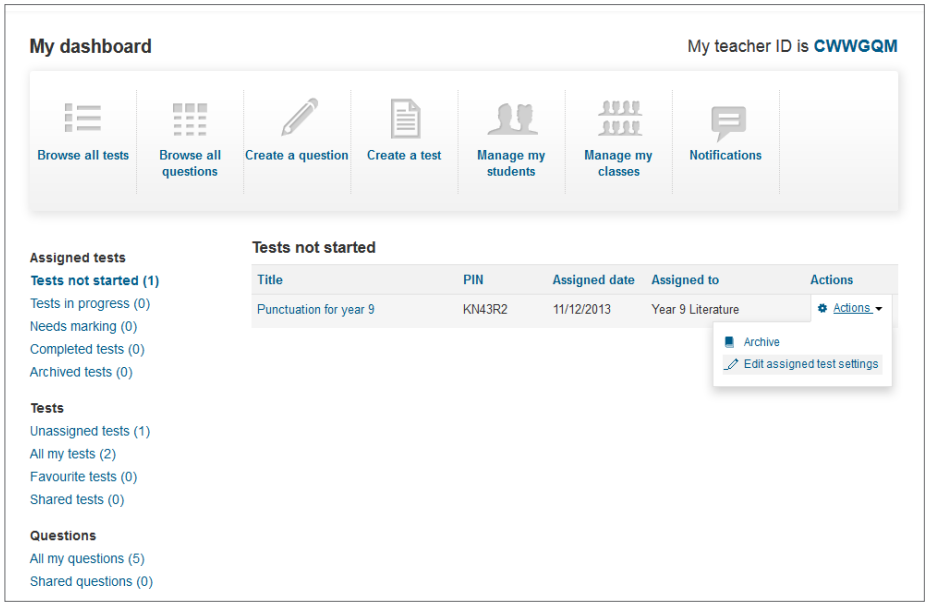
Student handout



From the **View assigned test settings** page, you have the option to **Print student handout** (bottom of page under the Test PIN).

Select the **Print** button from the top right of the page or **Close** the student handout to return to the **View assigned test settings** page.

Edit an assigned test



To view a list of tests that you have assigned, select either **Tests not started** or **Tests in progress** from the **Assigned test** section on the left of the dashboard.

To edit a test, select **Edit assigned test settings** from the **Actions** drop-down menu of the appropriate test.

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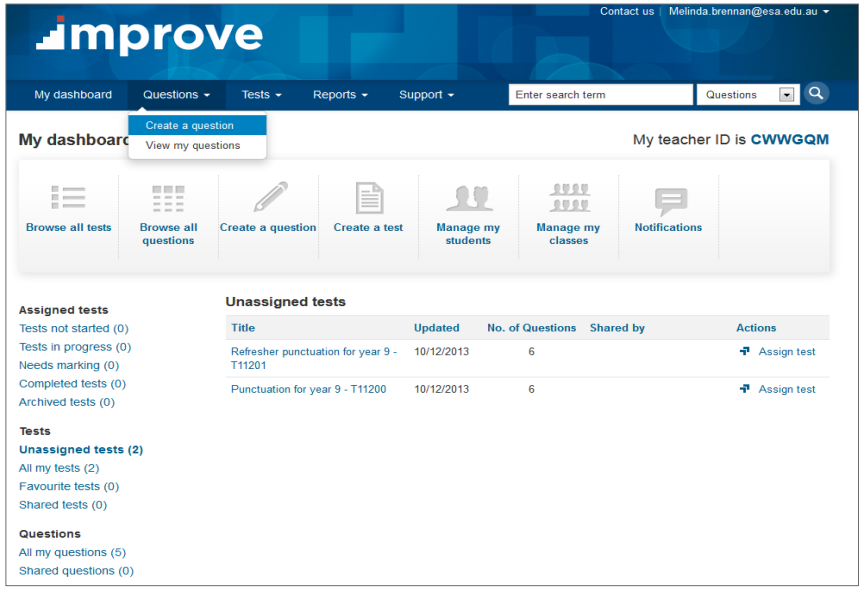
Create your own question

Create a question

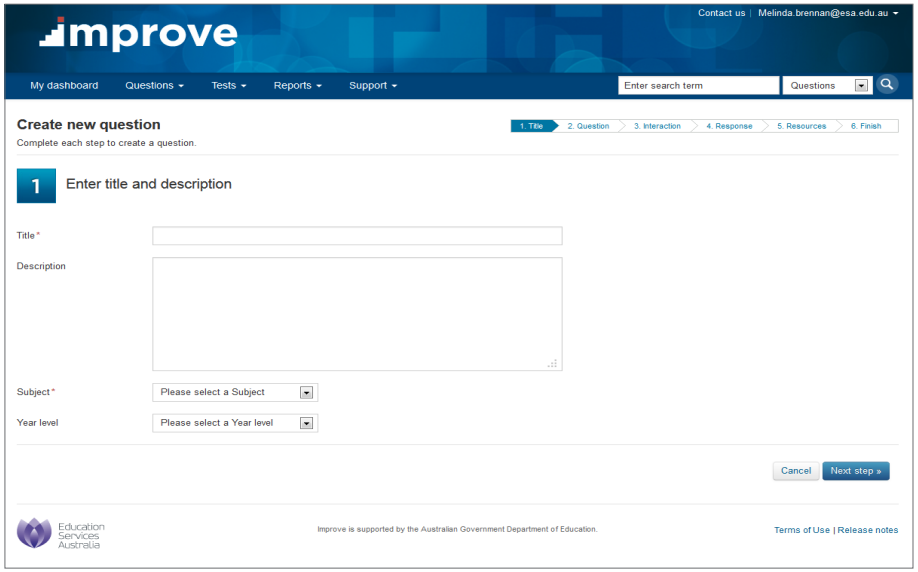


To create your own question, select **Create a question** from the **Questions** drop-down menu or select the **Create a question** link on your dashboard.

Creating a new question involves six steps. The amount of detail required for each step will depend on the interaction/response type that you choose for your question.

Note: The question types that can be created differ slightly from question types that already exist in Improve.

Enter a title and description



Enter a title and a description for your new question, then select the subject and the year level from the drop-down menus.

All four fields are mandatory.

Select the **Next step** button to continue.

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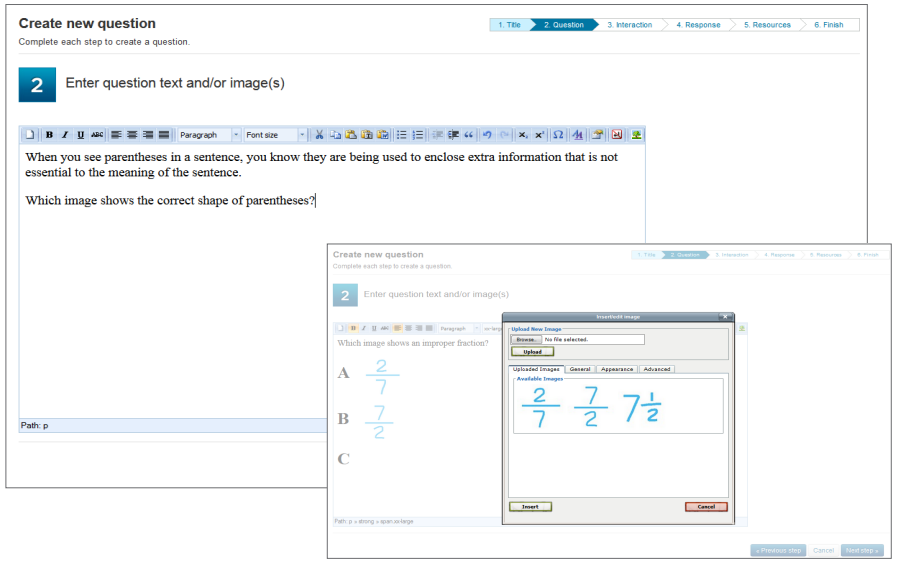
Create your own question

Enter question text and/or images



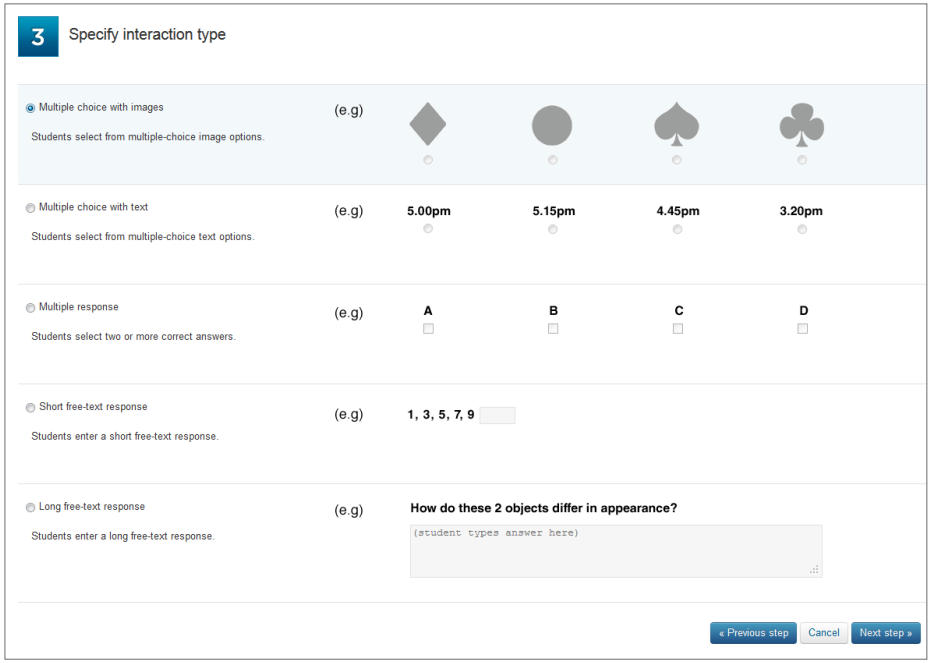
Enter the question or statement text to which the student will respond into the free-text box. You can change the formatting of the text by highlighting it and selecting the relevant icon located in the toolbar.

You can also upload an image by selecting the far right toolbar icon – .

Please note: A number of restrictions apply to the image upload feature.

- Width: 785 px maximum
- Height: 500 px maximum
- Internet images must be royalty-free and of good quality.

Select the interaction type



Select an interaction (response) type from these five options then select the **Next step** button:

- multiple choice with images – student selects one image response as correct
- multiple choice with text – student selects one text response as correct
- multiple response – student selects at least two responses as correct
- short free-text response – student enters a short response into a field
- long free-text response – student enters a long response into a field.

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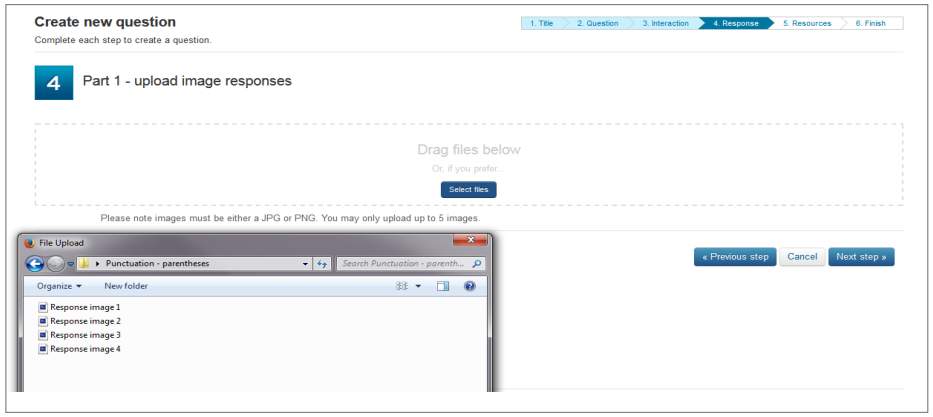
Create your own question

The next step requires you to enter the details for the correct response. Depending on the interaction type, you will be required to upload a file, enter text or select the correct option(s).

Upload image responses

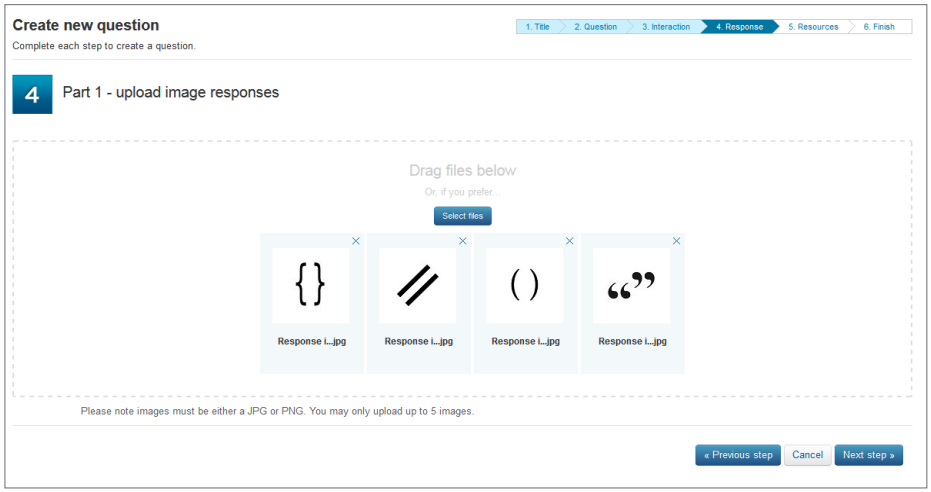


If you select the multiple choice with images response type, you will be prompted to upload the images in either JPG or PNG format.

A maximum of five images can be uploaded.

You can drag and drop your images into the space provided or upload using **Select files**.

View uploaded images



When you have uploaded your images you will see a preview of the order in which they will appear. The default view is horizontal; however, you will have an opportunity to change this to vertical.

Select the **Next step** button to continue.

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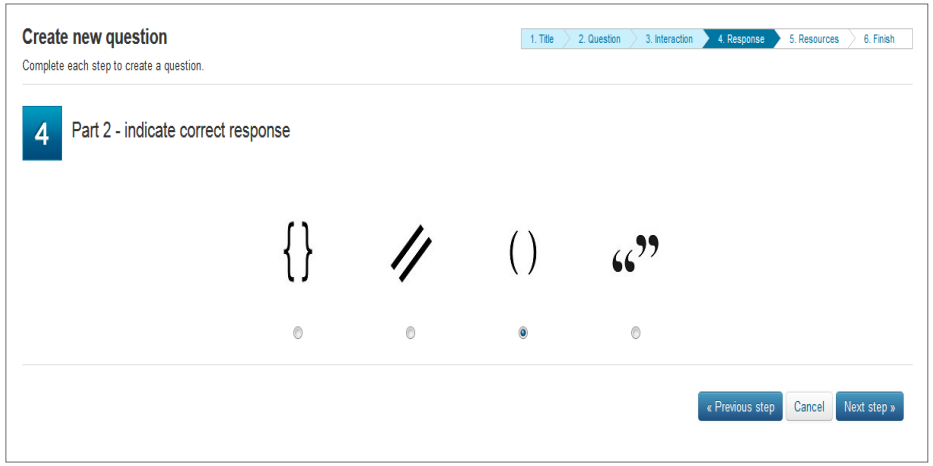
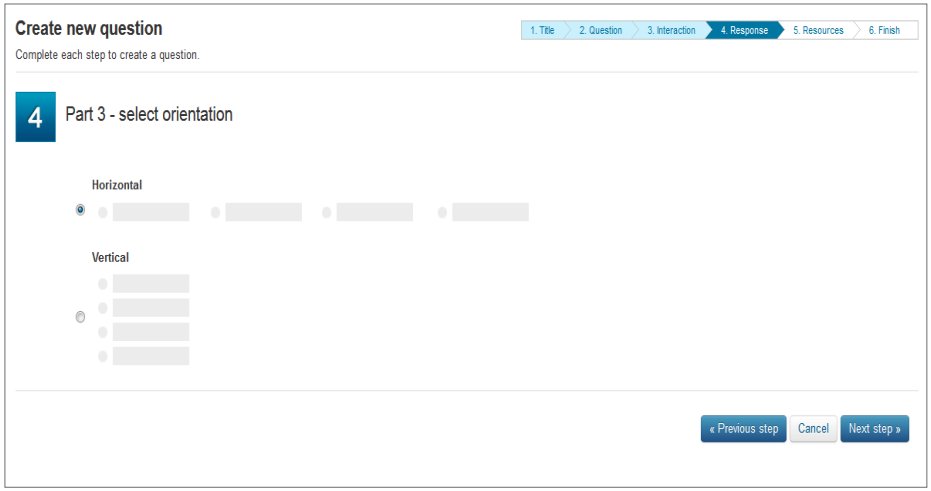
Create your own question

Indicate correct response image



Select the correct option and then select the **Next step** button to continue.

Select orientation for responses



Response options display horizontally by default.

If you would like to change the orientation to vertical, select this option and then select the **Next step** button to continue.

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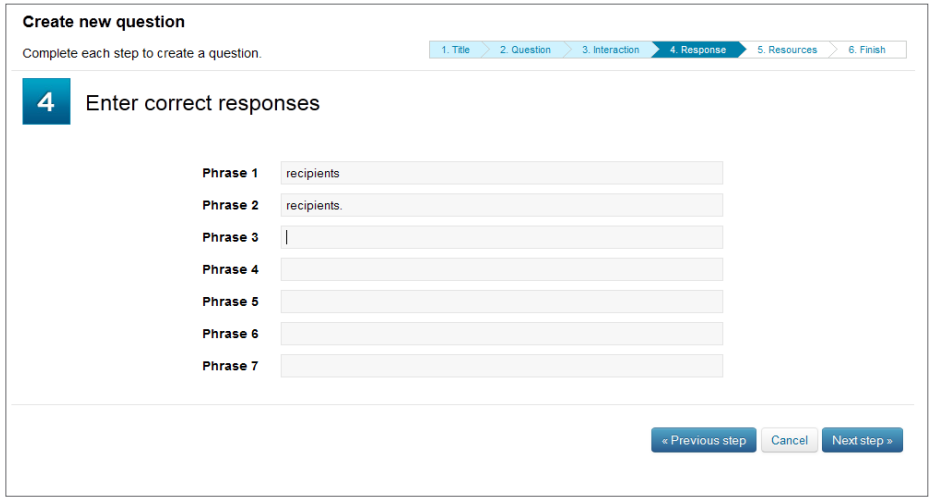
Create your own question

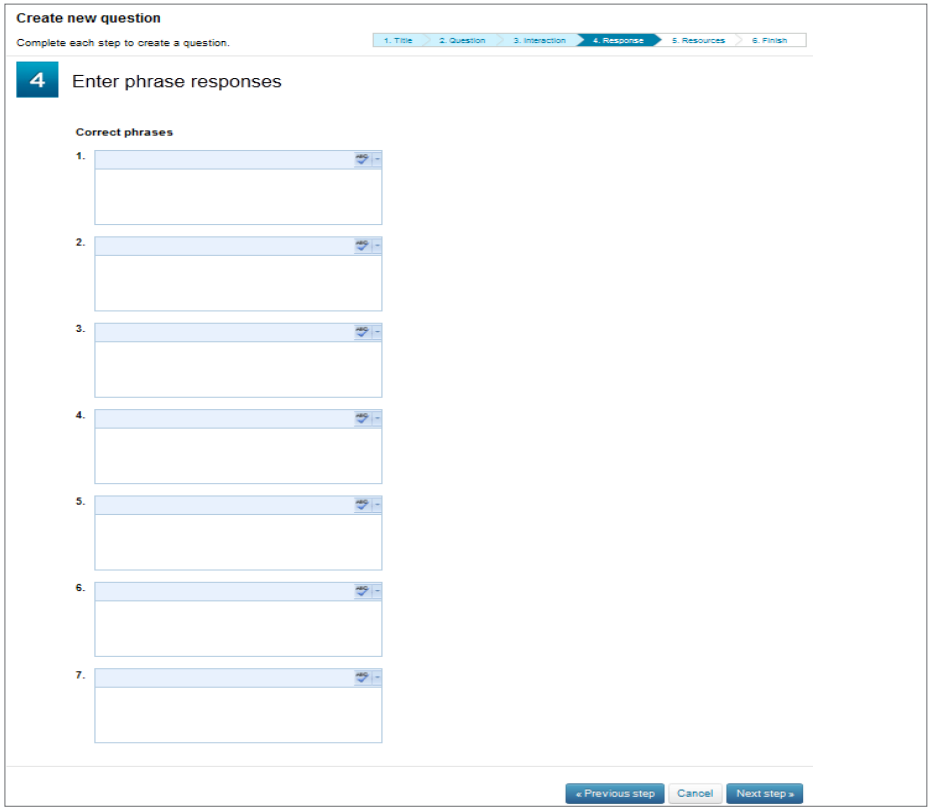
Enter correct answers for short free-text response type



In order for the automarking feature to be effective for short free-text response questions, all variations of the correct answer will need to be entered into the fields. Only exact matches and correct capital or lower case letters will be recognised.

Up to a maximum of seven, enter all possible options that a student may provide. For example, the student may be asked to correctly spell a word that appears at the end of a sentence. If you have only entered the word with a full stop and the student does not add the full stop, the question will be marked as incorrect.

Enter prompt text for long free-text response type



For a long free-text response type, you will be required to enter text in at least one field. These questions cannot be automarked by the system, therefore text in these fields represents prompts to the teacher for marking purposes only.

Select the **Next step** button to continue.

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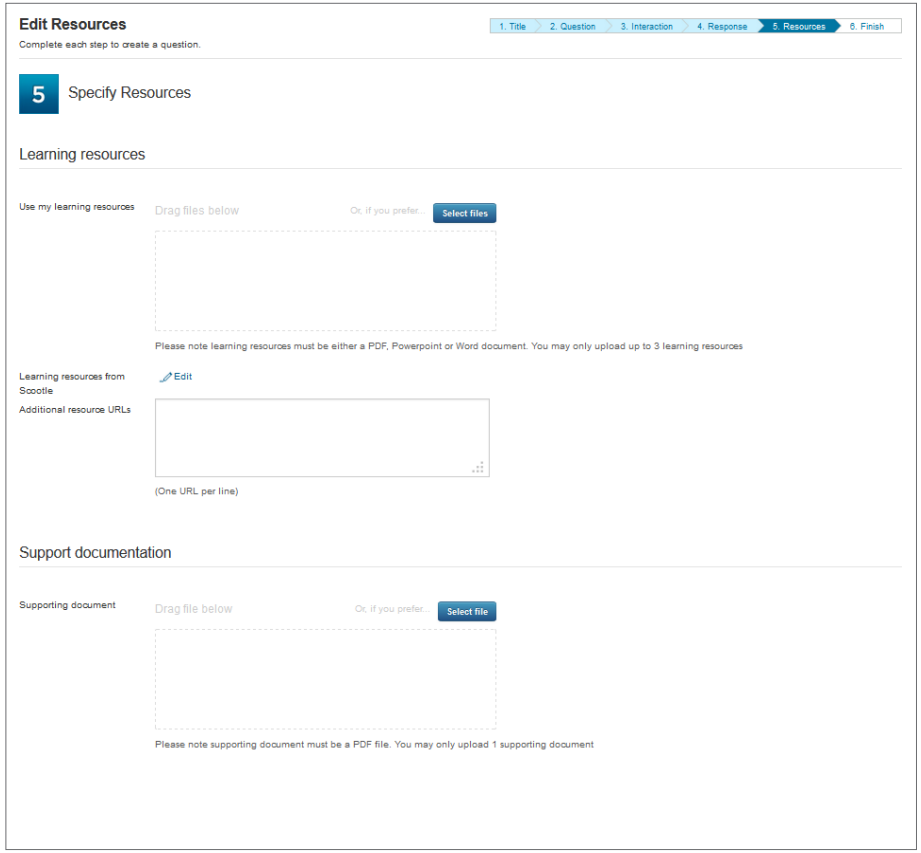
Create your own question

Upload learning resource and support documentation



Learning resource

A learning resource is mandatory when creating your own question. Learning resources are designed to fill gaps in learning that were identifed through the formative assessment. They can also be used to expand a student's knowledge.

Students are referred to the learning resource(s) at the end of a test.

You can upload your own learning resource in PDF or Word format or you can refer students to Scootle resources or internet resources.

Support documentation

For a question that requires the student to read a supporting document in order to answer the question, you can upload the document in PDF format.

Support documentation is optional.

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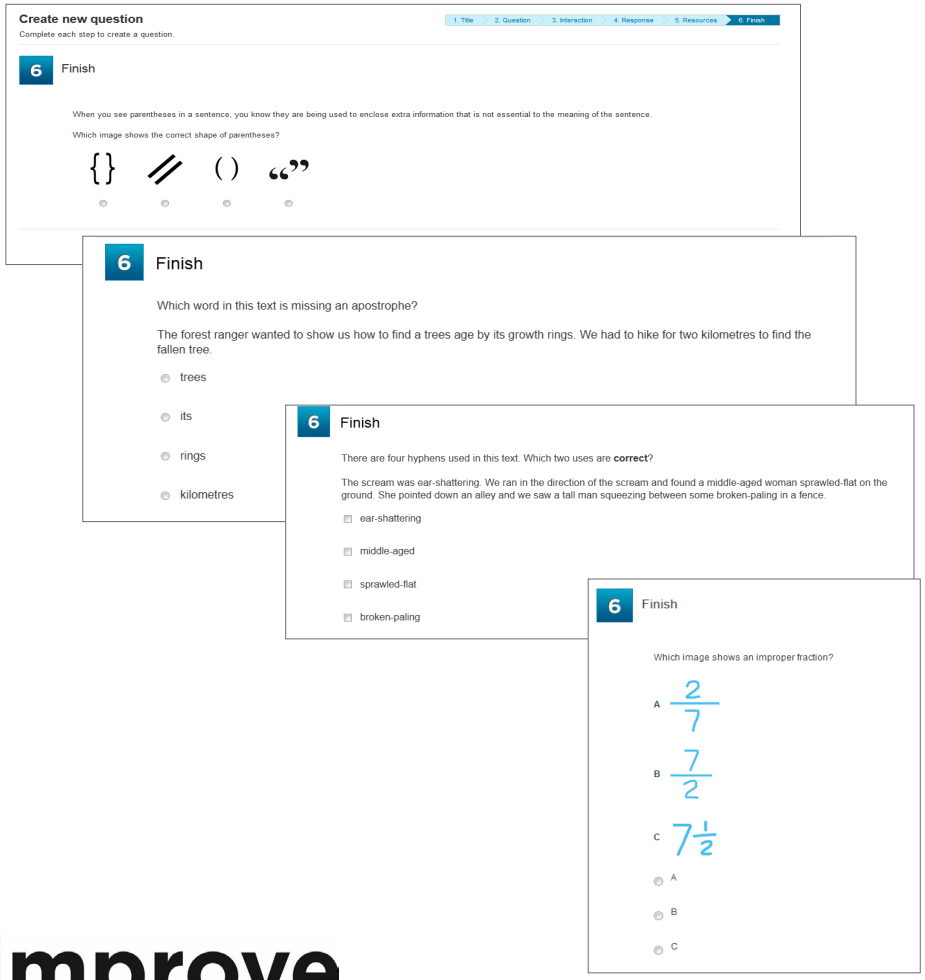
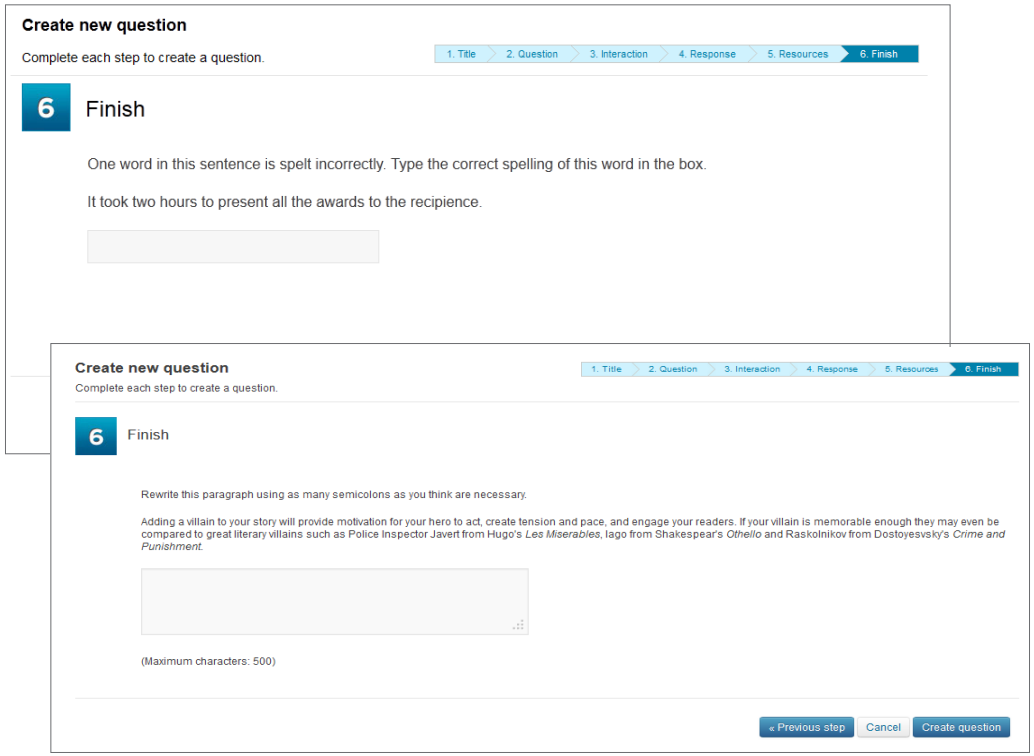
Create your own question

The final step is to view your question as it will display in a test. To make changes, select the **Previous step** button. To save the question, select the **Create question** button.

View completed question – multiple choice image, multiple choice text and multiple response



View completed question – short free-text response and long free-text response



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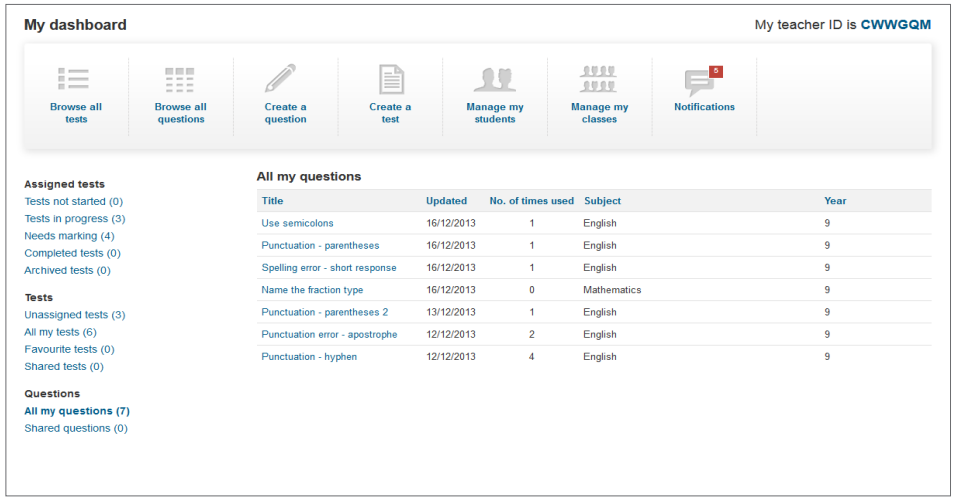
Work with your question

Access your questions

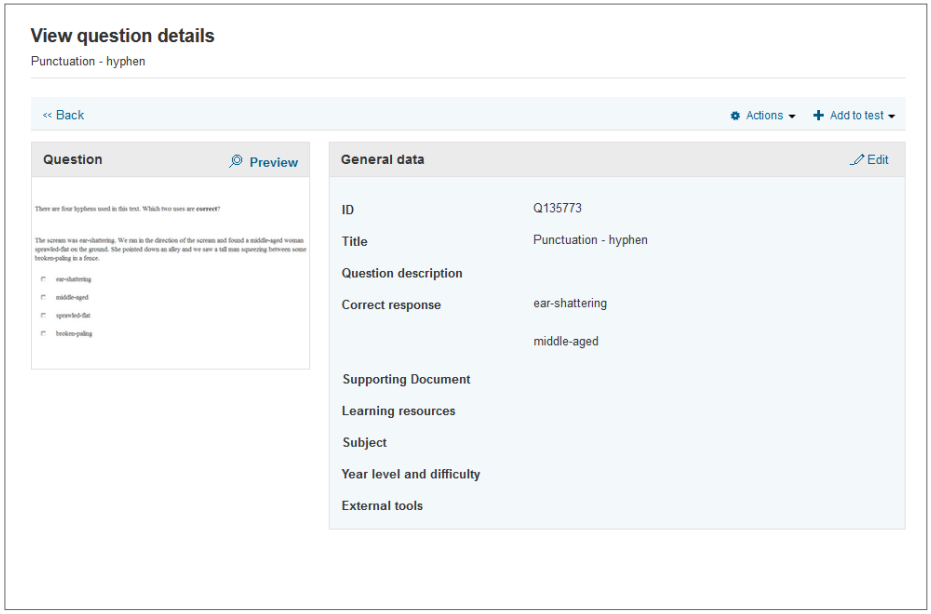


When you have created your question you can access it from the **Questions** list on the left of your dashboard.

Select the **My questions** link to display a list of your questions with summary details for each.

Select the question to display it in detail.

View question details



From the question details page, you can perform a number of actions:

- preview the question
- edit the question text
- edit the answer
- share the question
- copy the question
- delete the question.

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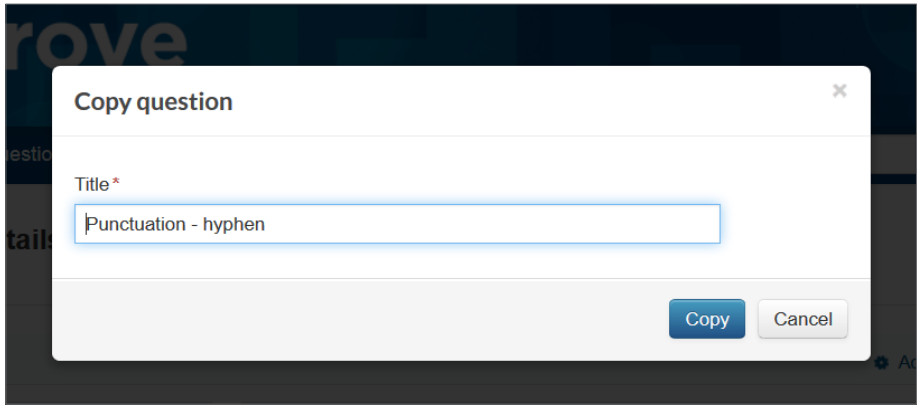
Work with your question

Copy a question

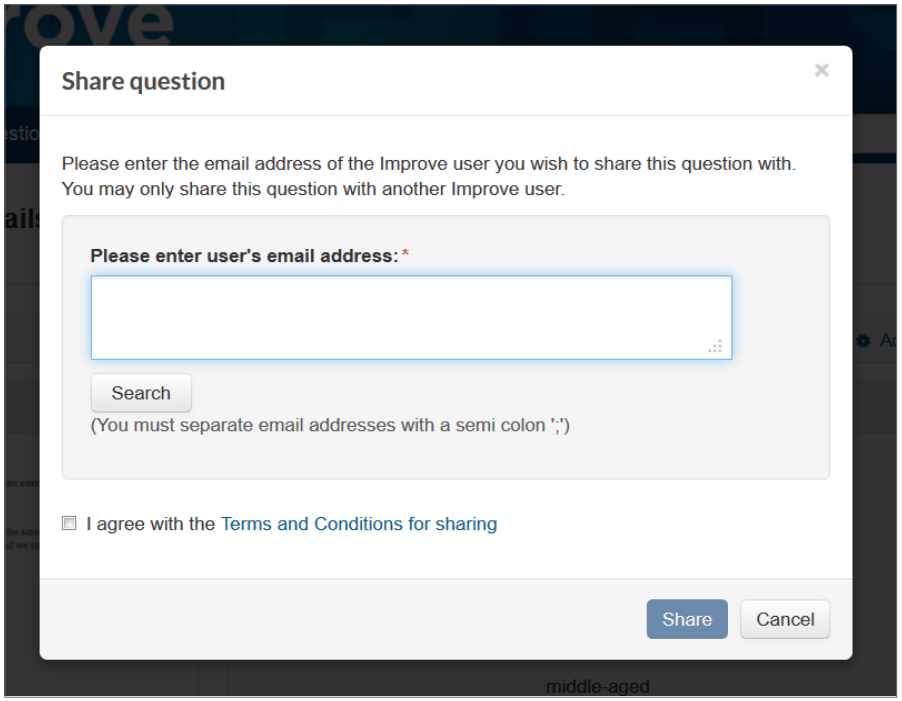


To copy a question, select **Copy** from its **Actions** drop-down menu.

Enter a new title and select the **Copy** button to save the changes.

The new question will be added to the **Questions** list on the left of your dashboard, where you can access it to make any changes.

Share a question



To share with another Improve user a question that you have created, select **Share** from the question's **Actions** drop-down menu.

Enter the email address of the user and select the **Search** button to find them in the system. When the user's name appears underneath the email field, select the checkbox to agree to the terms and conditions for sharing and then select the **Share** button to action your request.

You will receive a pop-up message to confirm that the question was sent successfully.

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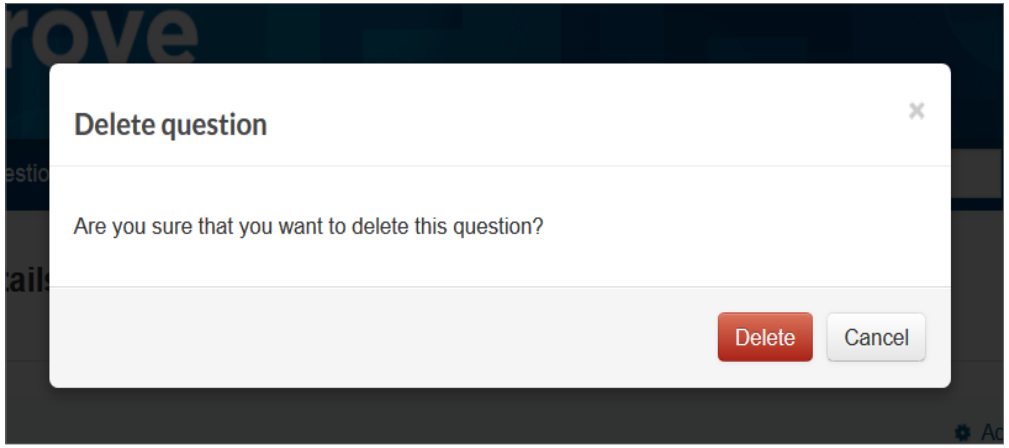
Work with your question

Delete a question



To delete a question, select **Delete** from its **Actions** drop-down menu.

You will be prompted to confirm the deletion. Select the **Delete** button to continue.

A question can be deleted even if it has been added to a test as questions cannot be deleted from assigned tests.

If you need to delete a question (or change a question) from a test that you have assigned, you will need to create a new test after your changes in order to generate a new test PIN to provide to your students.

A question can also be deleted after it has been shared with another user.

When conducting a search, a deleted question will no longer display in the search results.

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Reports

Report types

Improve is designed to gather data and present it in a number of easy to interpret reports.

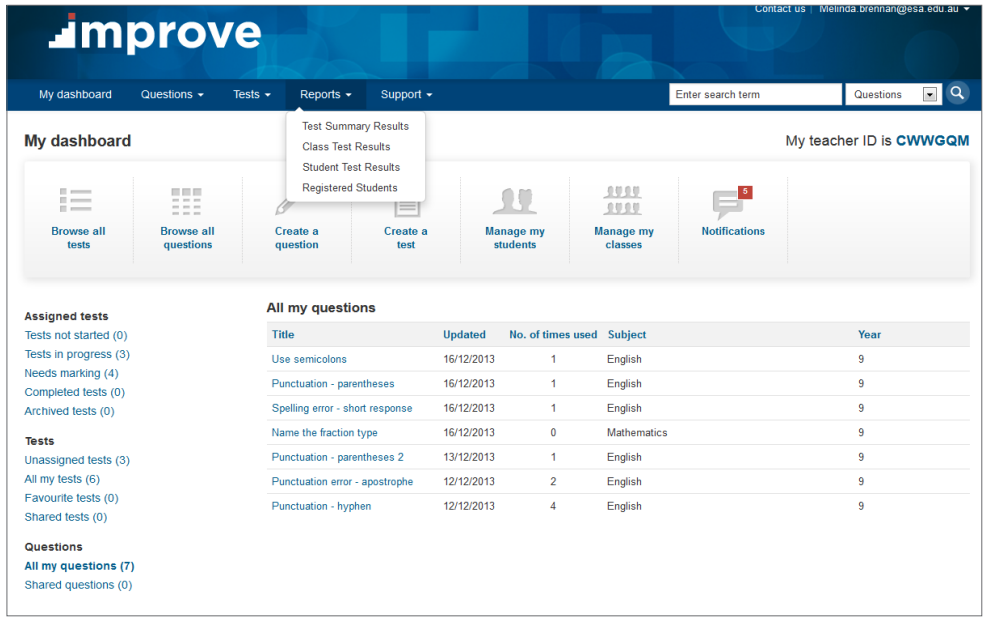
There are four report types – three containing test result data and one listing the names and login details for your students.

The table below outlines each report type, and detailed instructions for generating the reports are provided on the following pages.

Name of report	Type	Description
Test Summary Results	Detailed	A detailed list of test responses and results for all students
Test Summary Results	Summary	A summary of test results for a class
Class Test Results	Detailed	A detailed list of test results for a class
Class Test Results	Graphical	A bar graph displaying the class test results
Student Test Results	Detailed	A detailed list of test responses and results for a student
Student Test Results	Summary	A summary of an individual student's test results
Registered Students	Student list	A list of number of tests undertaken and last login date for all students
Registered Students	Login details	A list of passwords allocated to students

Generate and print your report

Select the report type from the **Reports** drop-down in the main menu.



Every generated report will open in a new window as either a PDF file or an Excel spreadsheet, depending on your selection.

You can print or save your report as required.

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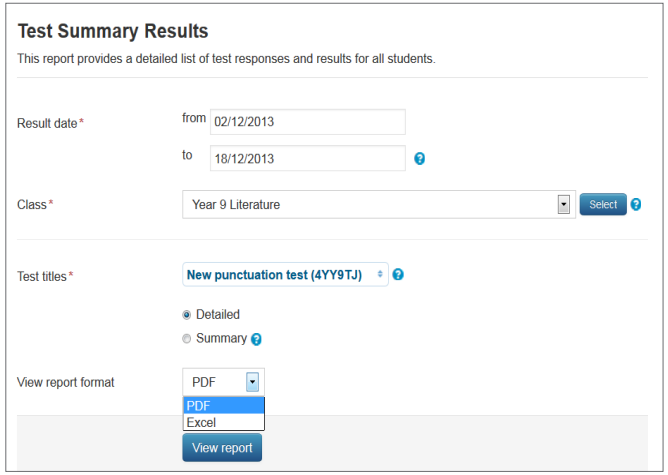
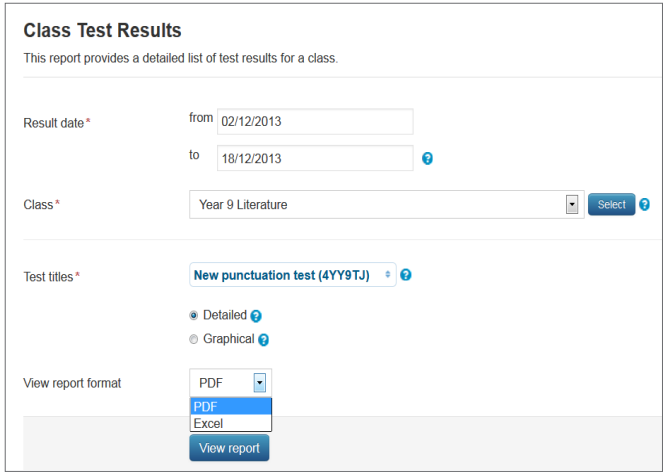
Reports

For each of the four report types, you will be required to select some or all of the following options:

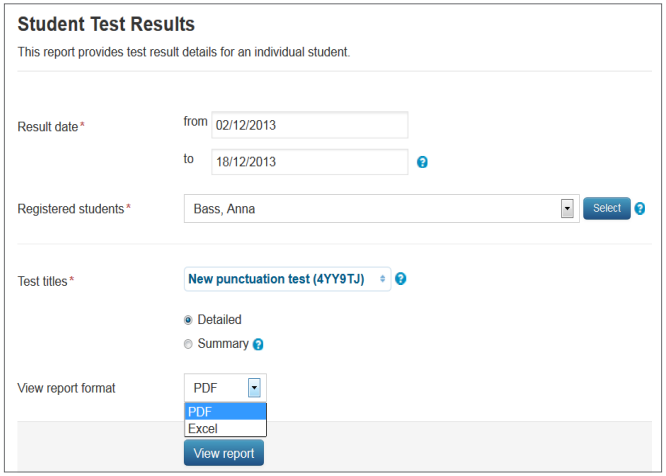
- date range or year
- class name and/or student name
- test title
- type – detailed, summary, graphical or list
- format – PDF or Excel.

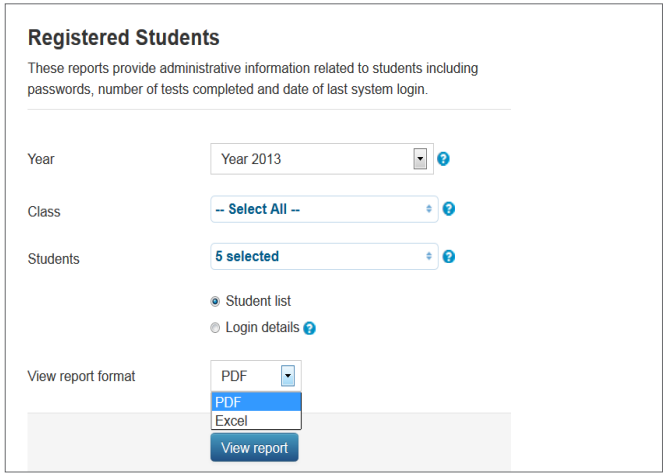




Note on date range

Click in the fields to display the calendar and select your date range. If no date is selected for the 'to' field, the system defaults to today's date. You cannot enter a future date.





Note on selecting class or registered students

The **Select** button must be chosen after your selection of class name or registered student name from the drop-down list.

If you change your selection prior to generating the report, you must choose the **Select** button again.

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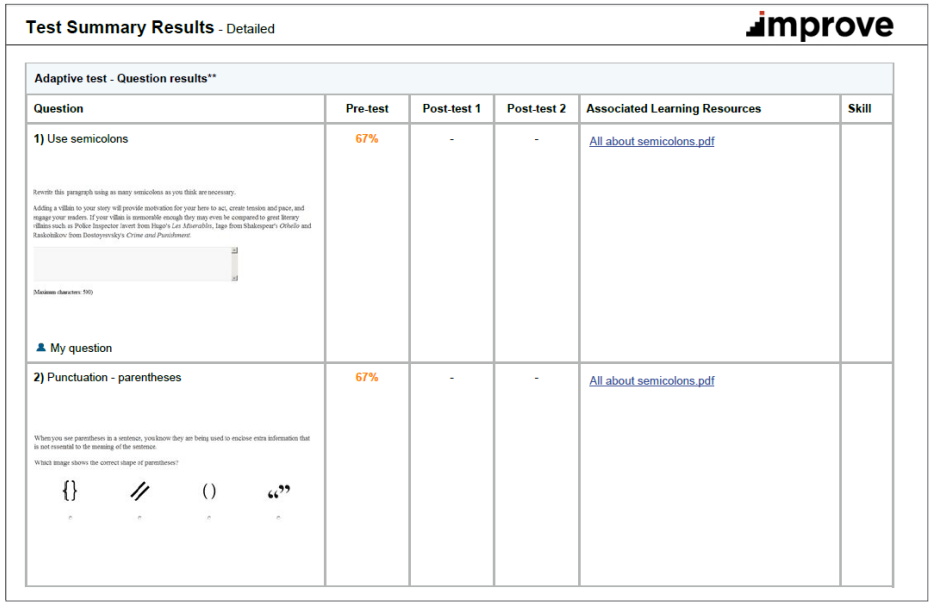
Reports

Test Summary Results report – detailed or summary

To generate a detailed report of test responses and results for all students, select the **Test Summary Results** option from the **Reports** drop-down in the main menu and complete the details for date range, class name and test title.

Select either a **Detailed** report or a **Summary** report and the format (PDF or Excel), then select the **View report** button.

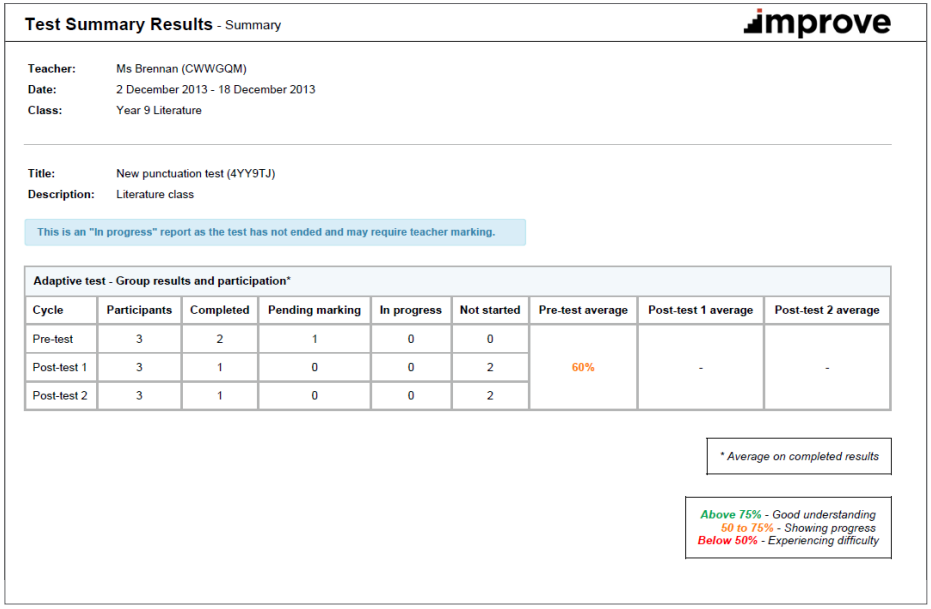


Test Summary Results - Detailed

improve

Adaptive test - Question results**

Question	Pre-test	Post-test 1	Post-test 2	Associated Learning Resources	Skill
1) Use semicolons Rewrite this paragraph using as many semicolons as you think are necessary. Adding a villain to your story will provide motivation for your hero to act, create tension and pace, and engage your readers. If your villain is nonsensible enough they may even be compared to great literary villains such as Police Inspector Javert from Hugo's *Les Miserables*, Iago from Shakespear's *Othello* and Raskolnikov from Dostoyevsky's *Crime and Punishment*. Maximum characters: 500 My question	67%	-	-	All about semicolons.pdf	
2) Punctuation - parentheses When you see parentheses in a sentence, you know they are being used to enclose extra information that is not essential to the meaning of the sentence. Which image shows the correct shape of parentheses? {} // () “”	67%	-	-	All about semicolons.pdf	



Test Summary Results - Summary

improve

Teacher: Ms Brennan (CWWGQM)
Date: 2 December 2013 - 18 December 2013
Class: Year 9 Literature

Title: New punctuation test (4YY9TJ)
Description: Literature class

This is an "In progress" report as the test has not ended and may require teacher marking.

Adaptive test - Group results and participation*

Cycle	Participants	Completed	Pending marking	In progress	Not started	Pre-test average	Post-test 1 average	Post-test 2 average
Pre-test	3	2	1	0	0	60%	-	-
Post-test 1	3	1	0	0	2			
Post-test 2	3	1	0	0	2			

* Average on completed results

Above 75% - Good understanding
50 to 75% - Showing progress
Below 50% - Experiencing difficulty

A detailed report consists of several pages, commencing with a summary page.

The total number of pages will depend on the number of questions in the test, as the details for each question will appear on separate pages.

The summary report is a one-page ‘snapshot’ of test and result information.

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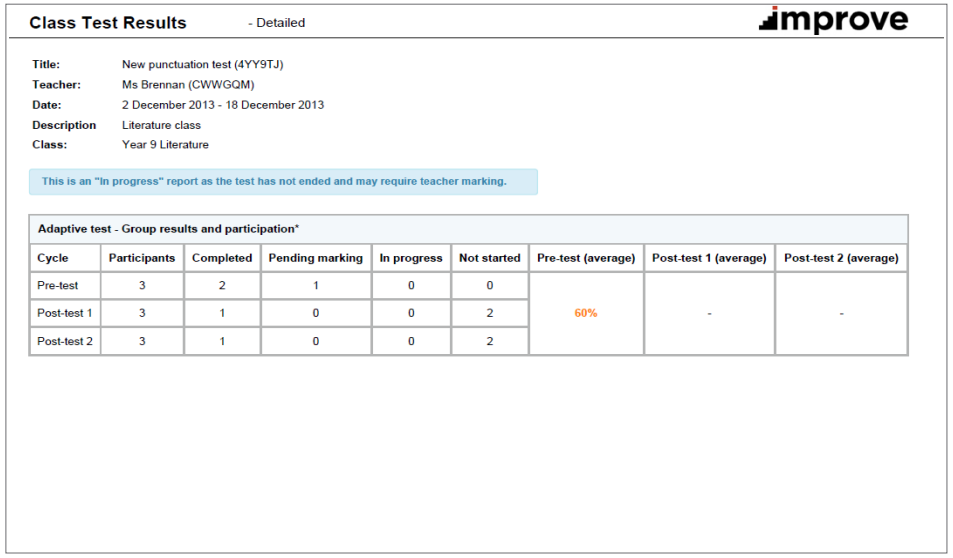
Reports

Class Test Results report – detailed or graphical

To generate a detailed report of test results for a specific class, select the **Class Test Results** option from the **Reports** drop-down in the main menu and complete the details for date range, class name and test title.

Select either a **Detailed** report or a **Graphical** report and the format (PDF or Excel), then select the **View report** button.



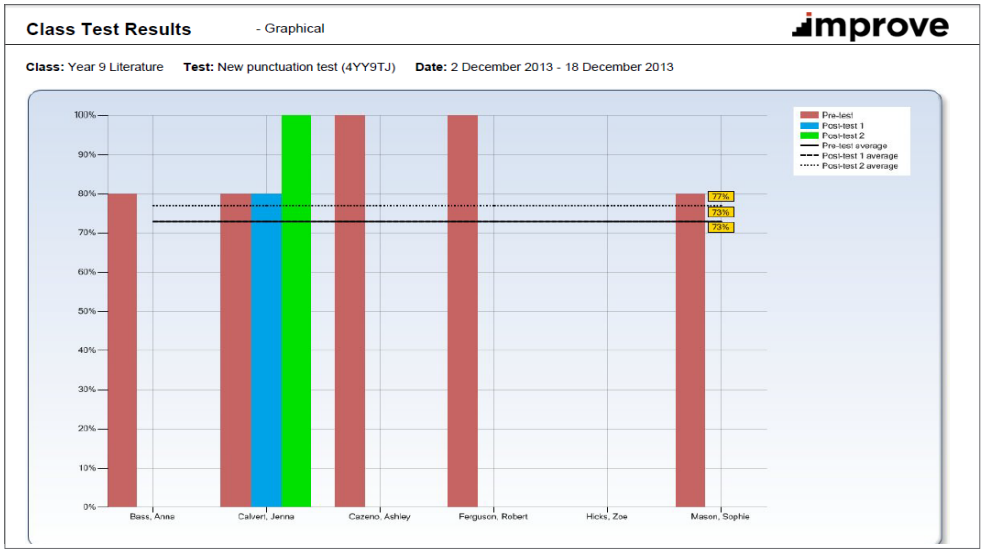
Class Test Results - Detailed

Title: New punctuation test (4YY9TJ)
Teacher: Ms Brennan (CWWGQM)
Date: 2 December 2013 - 18 December 2013
Description Literature class
Class: Year 9 Literature

This is an "In progress" report as the test has not ended and may require teacher marking.

Adaptive test - Group results and participation*

Cycle	Participants	Completed	Pending marking	In progress	Not started	Pre-test (average)	Post-test 1 (average)	Post-test 2 (average)
Pre-test	3	2	1	0	0	60%	-	-
Post-test 1	3	1	0	0	2			
Post-test 2	3	1	0	0	2			



The total number of pages in a detailed report will depend on the number of students in the class. The details for each student will be listed separately and presented alphabetically by family name.

The total number of pages in a graphical report will depend on the number of students in the class. The graphical report displays each student's results as a percentage. Students are listed alphabetically by family name.

Average scores are shown as a solid black line for the first test attempt ('pre-test') and a dashed black line for subsequent tests ('post-test').

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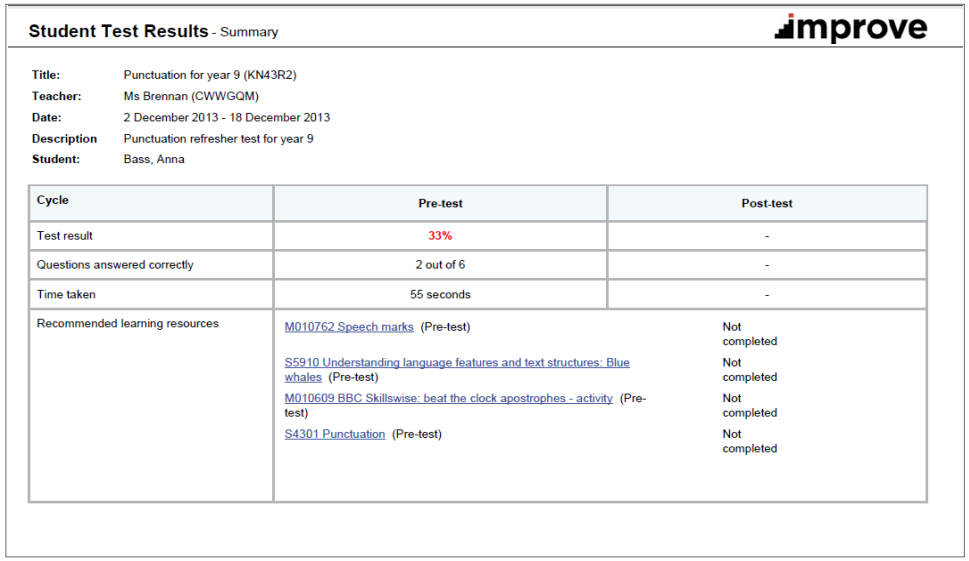
Reports

Student Test Results report – summary or detailed

To generate a detailed report of test results for an individual student, select the **Student Test Results** option from the **Reports** drop-down in the main menu and complete the details for date range, student name and test title.

Select either a **Detailed** report or a **Summary** report and the format (PDF or Excel), then select the **View report** button.

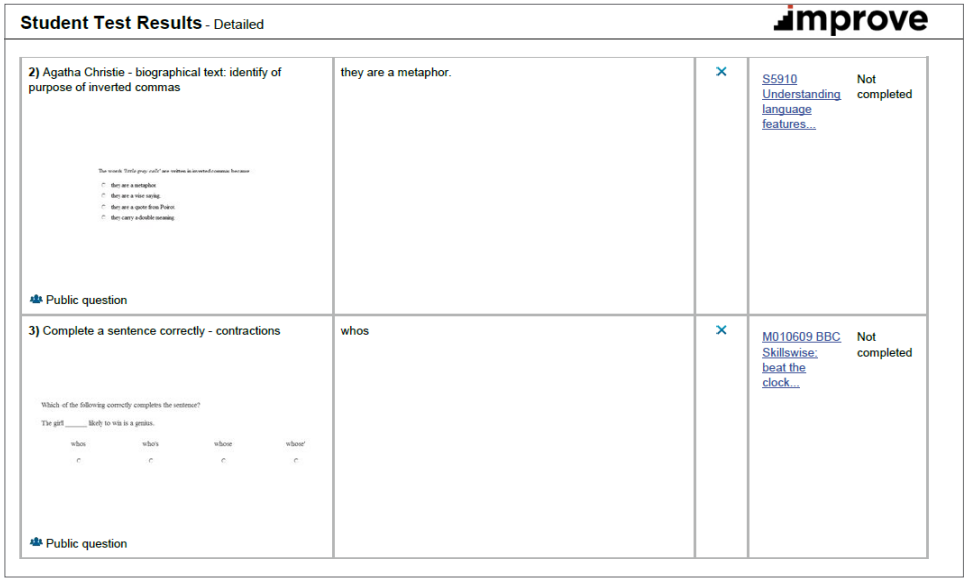


Student Test Results - Summary

improve

Title: Punctuation for year 9 (KN43R2)
Teacher: Ms Brennan (CWWGQM)
Date: 2 December 2013 - 18 December 2013
Description Punctuation refresher test for year 9
Student: Bass, Anna

Cycle	Pre-test	Post-test
Test result	33%	-
Questions answered correctly	2 out of 6	-
Time taken	55 seconds	-
Recommended learning resources	M010762 Speech marks (Pre-test) Not completed S5910 Understanding language features and text structures: Blue whales (Pre-test) Not completed M010609 BBC Skillswise: beat the clock apostrophes - activity (Pre-test) Not completed S4301 Punctuation (Pre-test) Not completed	



Student Test Results - Detailed

improve

2) Agatha Christie - biographical text: identify of purpose of inverted commas Public question	they are a metaphor.	✕	S5910 Understanding language features... Not completed
3) Complete a sentence correctly - contractions Public question	whos	✕	M010609 BBC Skillswise: beat the clock... Not completed

Along with the overall test results, this report lists the associated recommended learning resources and which of these have been completed or not completed.

The total number of pages will depend on the number of questions in the test. This report lists the student's response and the confidence level they chose for every question (if applicable).

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Reports

To generate a report that lists tests undertaken by all students, select the **Registered Students** option from the **Reports** drop-down in the main menu.

Select the year and the class. After you select the class, all students in that class will be listed alphabetically by family name in the **Students** drop-down menu. You can select students individually or choose the **Check all** option.

Select either **Student list** or **Login details** and the format (PDF or Excel), then select the **View report** button.

Registered Students report – student list

Registered Students List improve

Year: 2013
Teacher: Ms Brennan (CWWGQM)
Class: Year 9 Literature

Registered Students

Family name	Given name	Password	Class	Test count	Last login date/time
Bass	Anna	like group	Year 9 Literature	1	Wednesday, 11 December 2013 04:50 PM
Calvert	Jenna	moss parts	Year 9 Literature	2	Monday, 16 December 2013 04:36 PM
Cazeno	Ashley	prop road	Year 9 Literature	2	Monday, 16 December 2013 04:32 PM
Ferguson	Robert	those fine	Year 9 Literature	0	-
Hicks	Zoe	climb pram	Year 9 Literature	1	Monday, 16 December 2013 04:34 PM
Mason	Sophie	rhyme tape	Year 9 Literature	0	-

This report lists passwords for all students, the number of tests completed by each student and the time and date that each student last logged into the system.

Registered Students report – login details

Registered Students - Login details improve

Year: 2013
Teacher: Ms Brennan (CWWGQM)
Class: Year 9 Literature

Login details

Family name	Given name	Teacher ID	Password	Website
Bass	Anna	CWWGQM	like group	http://www.improve.edu.au/Students
Calvert	Jenna	CWWGQM	moss parts	http://www.improve.edu.au/Students
Cazeno	Ashley	CWWGQM	prop road	http://www.improve.edu.au/Students
Ferguson	Robert	CWWGQM	those fine	http://www.improve.edu.au/Students
Hicks	Zoe	CWWGQM	climb pram	http://www.improve.edu.au/Students
Mason	Sophie	CWWGQM	rhyme tape	http://www.improve.edu.au/Students

This report lists the password allocated to each student.

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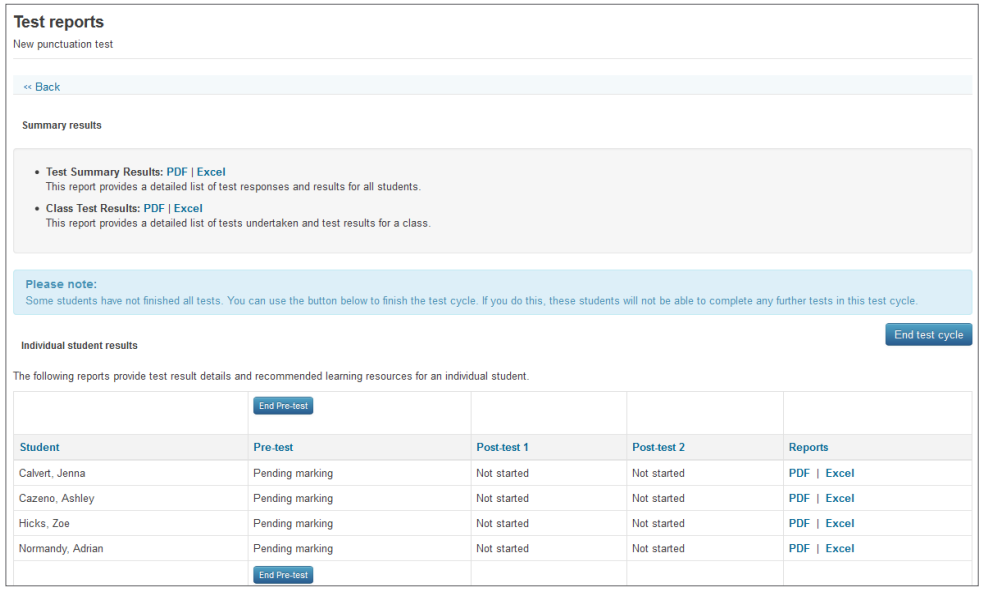
Manage assigned tests

End an assigned test



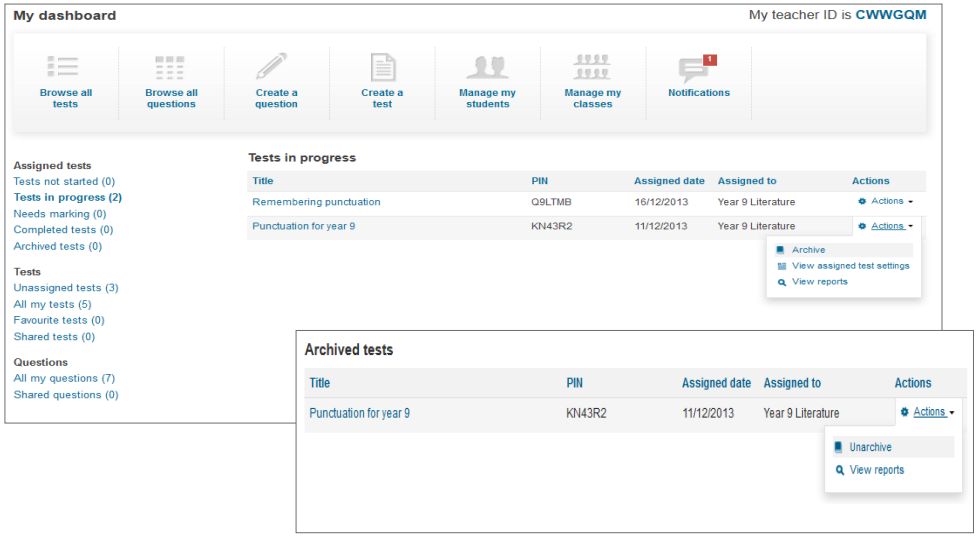
You can manually end a test at any time.

Select the **Tests in progress** link from the **Assigned tests** menu on the left of your dashboard. Locate the relevant test and select the **View reports** option from the **Actions** drop-down menu.

For tests that are formatted with two or three attempts, you can end one part by selecting **End Pre-test**, **End Post-test 1** or **End Post-test 2**. To end the test completely, select the **End test cycle** button.

When a test cycle is ended it cannot be reopened. Any unanswered questions will be automatically marked as incorrect.

Archive an assigned test



Tests that are no longer required can be archived.

To archive a test, select the **Assigned tests** list and select **Archive** for the relevant test.

An archived test will no longer display in your **Assigned tests** list but can be accessed from the **Archived tests** link.

To retrieve an archived test, select the **Archived tests** link and select **Unarchive** from the **Actions** drop-down menu. The test will move back to the **Assigned tests** list.

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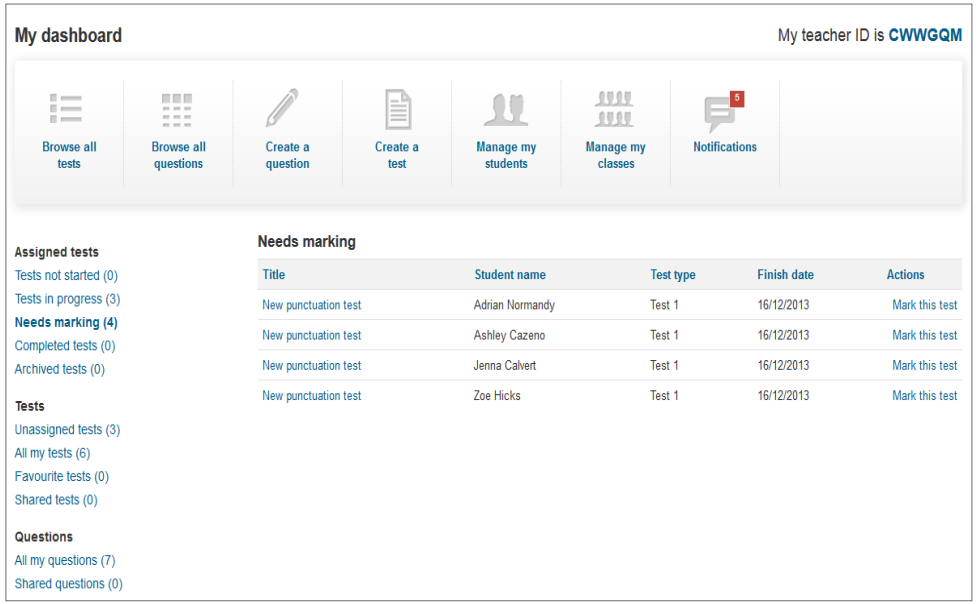
Mark free-text response questions

View test to mark – dashboard

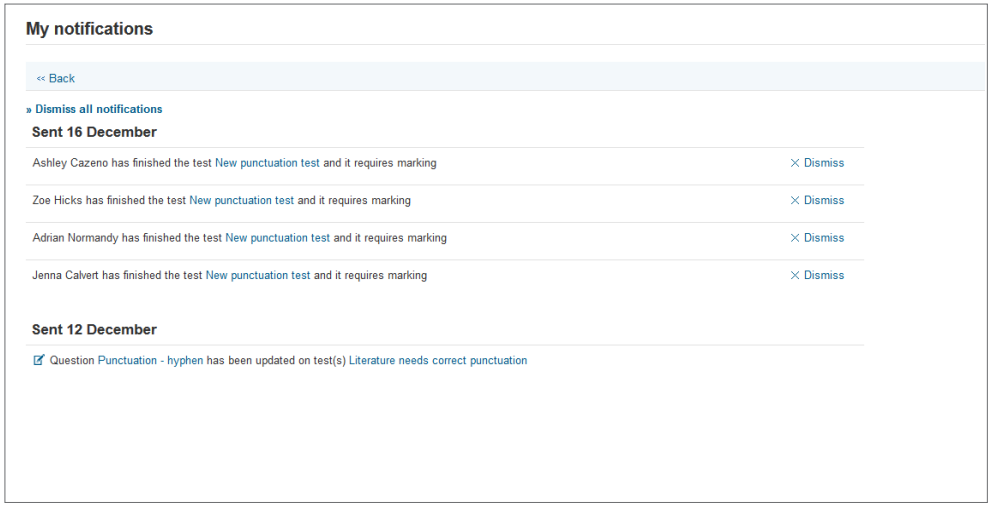


You will need to manually mark any free-text response questions.

The **Needs marking** link on the left of the dashboard displays in brackets the number of tests that require marking. When a student completes a test that contains a free-text response question, this number will increase.

Select the link to go to the **Needs marking** page and choose **Mark this test** from the Actions column.

View test to mark – notifications



A new message that a test requires marking will also appear in **Notifications**.

To mark the test from the **My notifications** page, select the title of the test.

Marking the test will not automatically remove the notification. It will remain in **My notifications** until you select to **Dismiss** it.

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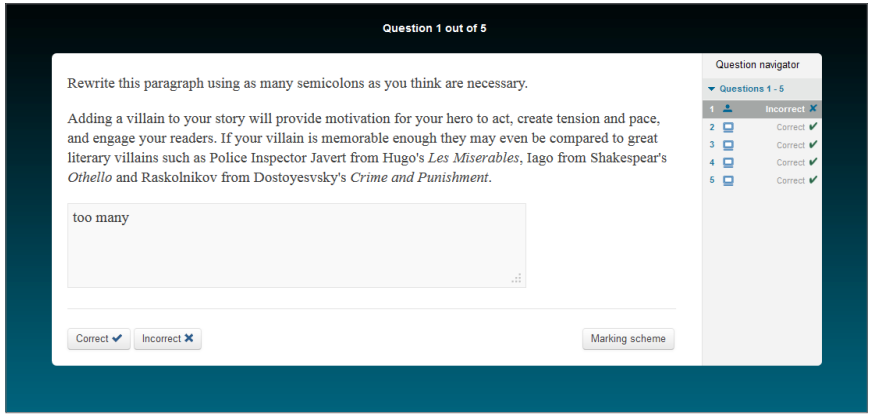
Mark free-text response questions

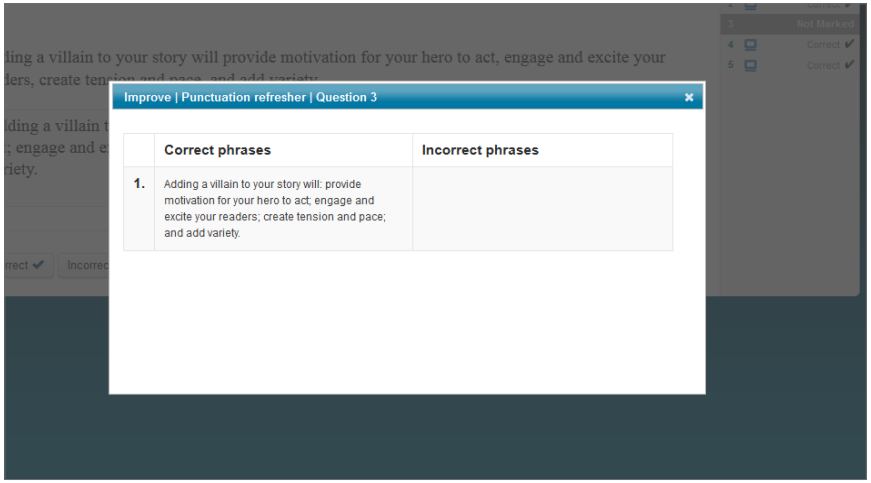
Mark a question



In the question navigator, free-text response questions that require your attention will be labelled **Not marked**.

To mark the student's answer, select **Correct** or **Incorrect**. The status of the question will change accordingly in the question navigator.

View the marking scheme



If you need assistance evaluating the student's answer, select **Marking scheme** to view a guide containing sample answers.

When you have marked the question(s), select the **Complete marking** button at the top right of the page to return to the dashboard.

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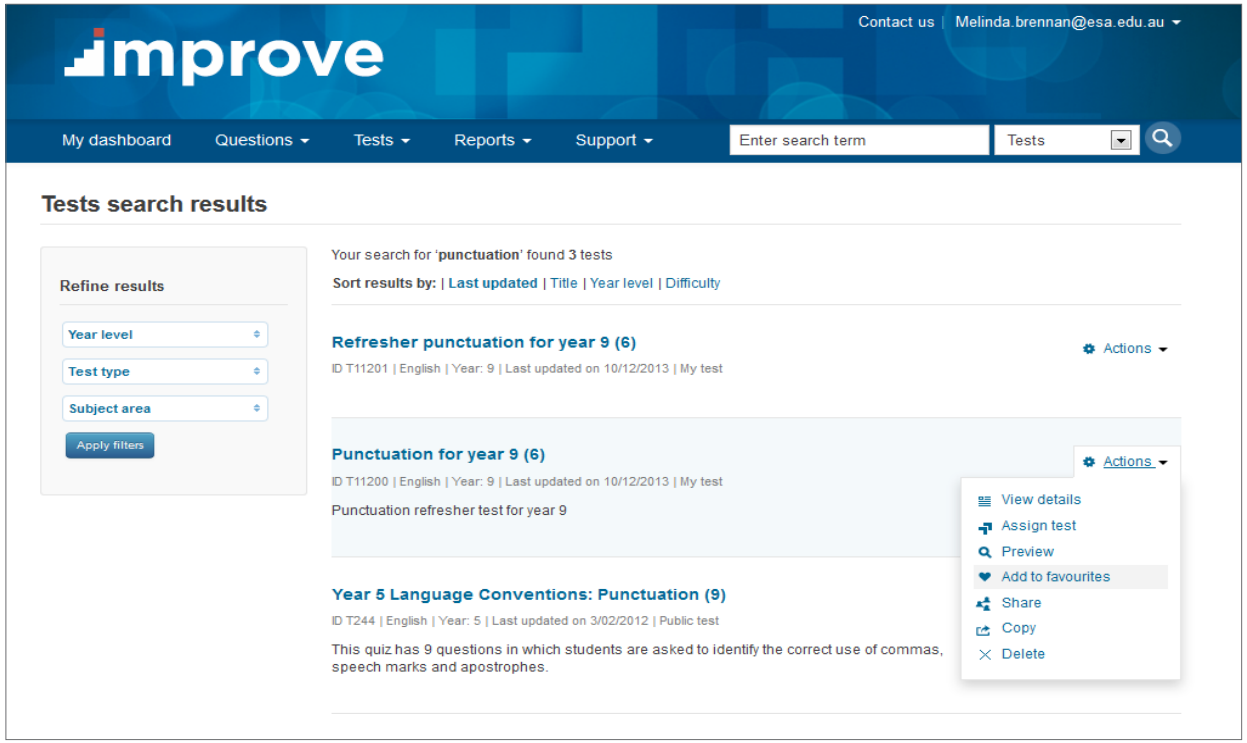
Add a test to your favourites



Bookmarked tests can be accessed from the **Favourite tests** link on the left of your dashboard.

A test can only be added to your favourites list from the search results page.

To add a test to your list of favourites, conduct a search and when the relevant test is displayed in the search results, select **Add to favourites** from the **Actions** drop-down menu**.**

A message box will appear at the top right of the search page indicating that the test has been added to favourites.

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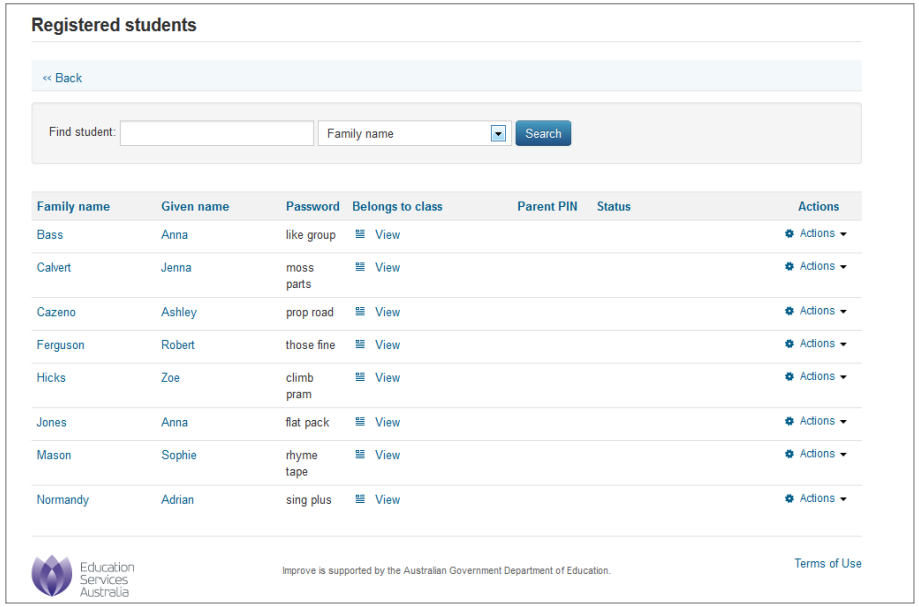
View and edit student details

View registered students

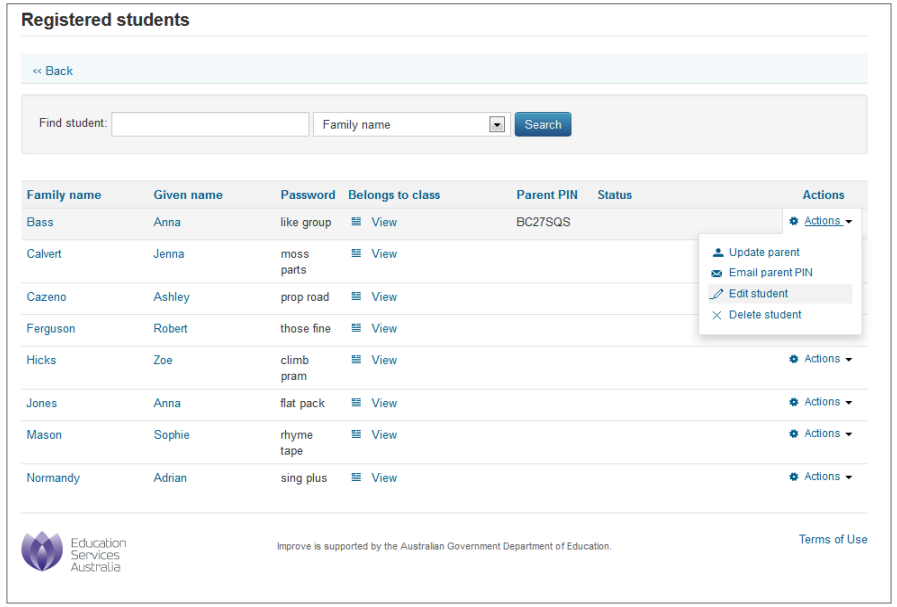


You can easily update a student's details by selecting **Manage my students** from the dashboard.

The **Registered students** page displays a list of all the students who have joined your class and you can view:

- student password
- class to which student belongs
- parent PIN (if added)
- status.

Edit details for a student



A number of actions can be performed from the **Registered students** page:

- select student's family name or given name to view their test information
- view the class(es) to which the student belongs
- assign or update parent – add or update name of parent
- email parent PIN – email details of PIN to parent
- edit student – update name of student
- delete student – remove a student from your class.

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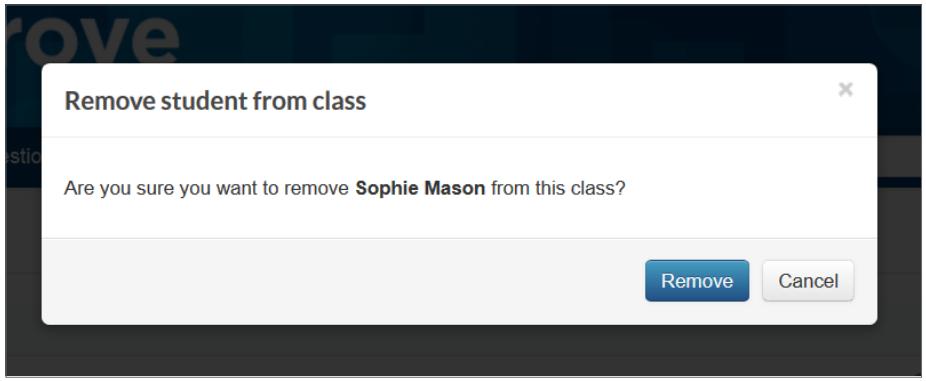
View and edit student details

Remove a student from your class

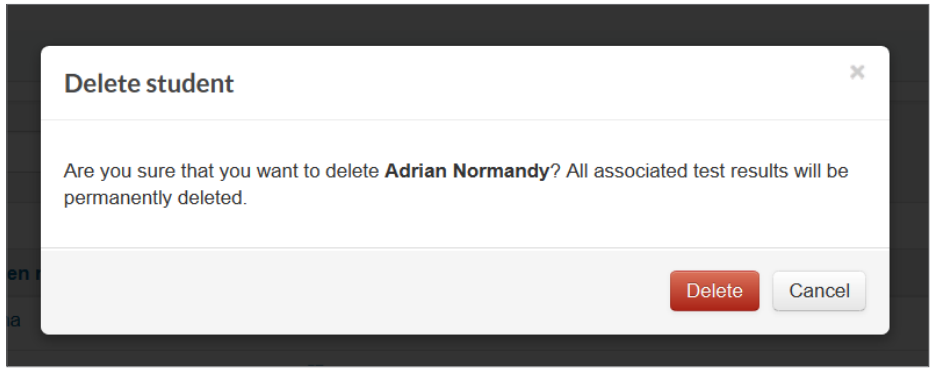


Occasionally, you may need to remove a student from your class if, for example, they have joined twice or moved classes or schools.

Select **Manage my classes** from the dashboard and select the link for the class to which the student belongs.

Select **Remove from class**. The student's name will no longer display in the class list; however, will still be visible in the registered students list.

Delete a student from Improve



To delete a student from Improve, you first need to delete them from any classes to which they belong.

Then, select **Manage my students** to go to the registered students page and check that the student is listed as belonging to 'No class'.

Select **Delete** from the **Actions** drop-down menu to completely remove the student and all associated test results.

This action permanently deletes any system data related to the student.

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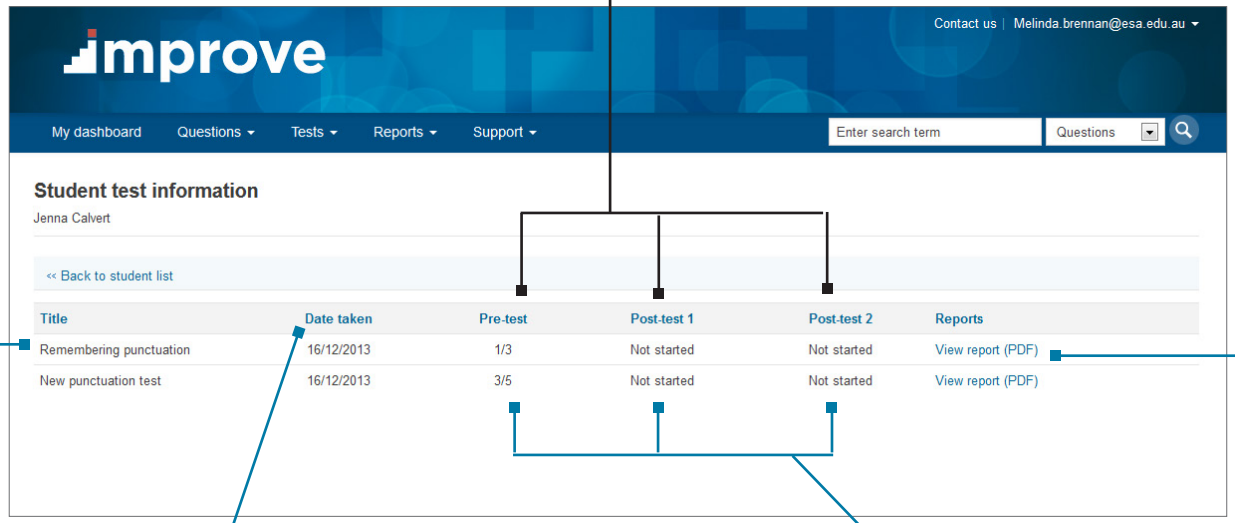
Overview: Student test information

Pre-test, Post-test 1, Post-test 2

The test format determines how many times a student can take the test. Currently three test formats are available. This view indicates the number of times the test may be taken as well as each student's result in each cycle.



Title

A list of all tests the student has partially or fully completed will appear here. By giving each test a unique name you will ensure that there is no confusion about exactly which test the student has taken.

Reports

Select **View report** to view details on each of the cycles and recommended learning resources.

Date taken

This is the date the student last attempted the test.

If the student has not completed the test or taken additional cycles within a certain time frame, you may wish to check if the student has any concerns about the test or is experiencing difficulties.

Key

#/# – number of questions completed out of number of questions in the test

Not started – subsequent cycles of the test have not been taken

Not finished – test has been commenced but not completed

N/A – no further cycles of the test are available

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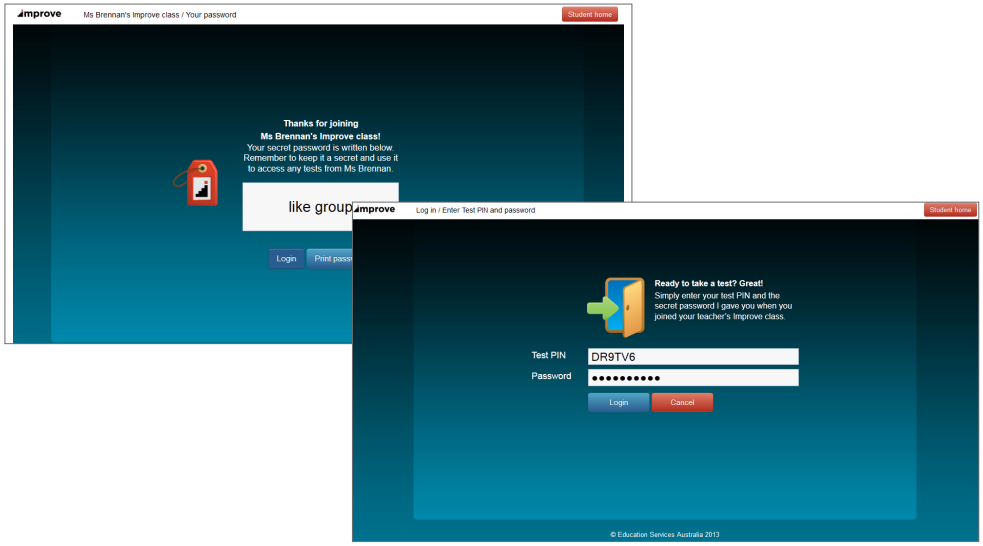
Student dashboard

Access the student dashboard

The student dashboard is accessed via the **Login** drop-down menu on the far right of the top menu bar.

Student access to Improve is detailed in the ‘Improve user guide for students’.

Students join your class and take a test



In order to join a class, a student will need your **Teacher ID**. When they join a class, they will be asked to provide their given name, family name and teacher’s ID code. They are then provided with a unique password which identifies the student as belonging to your class and enables them to access your assigned tests.

When a student enters the **Test PIN** you have provided, they have the option to complete practice questions before attempting the test.

Refer to page 9 for more details about teacher ID, test PIN and student password.

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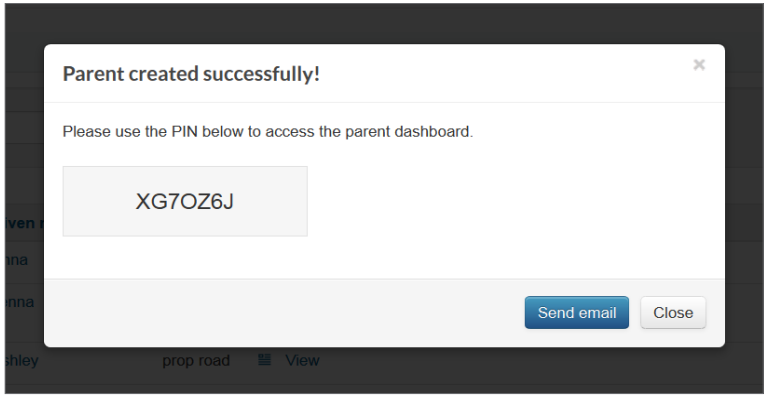
Parent dashboard

Assign a parent



Parents can view tests and learning resources that you have allocated to their child via the parent dashboard.

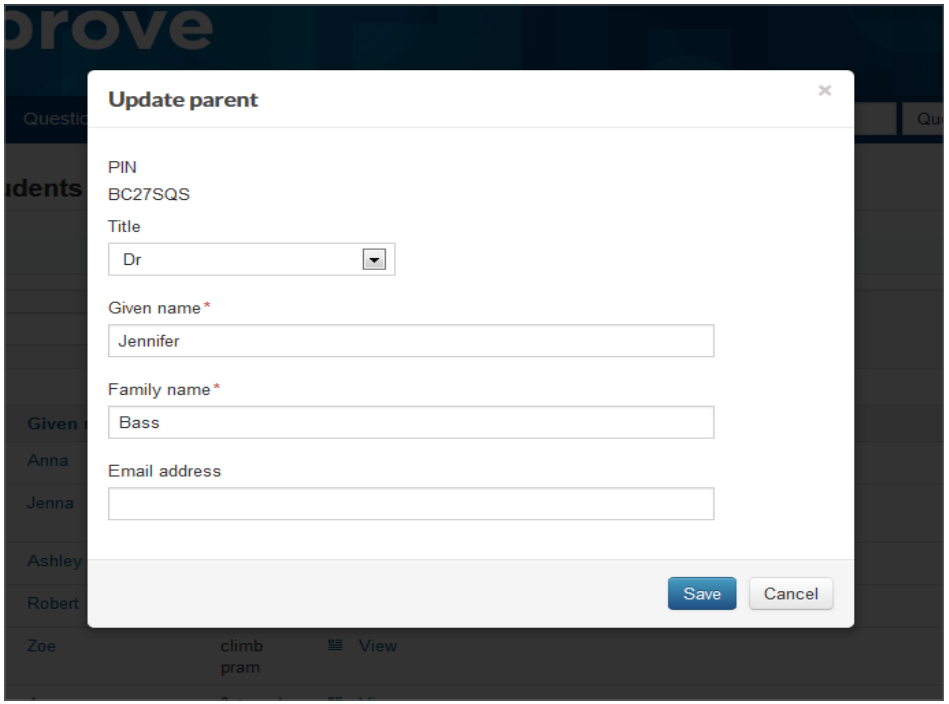
You will need to assign a parent to a registered student in order to generate an access PIN for the parent's use. Only one parent name and one PIN can be attached to each student.

To create the PIN, select **Manage my students** from your dashboard and select the **Actions** drop-down menu for the relevant student.

Enter the given name and family name of the parent and select the **Assign** button. The system-generated PIN will now appear in the **Parent PIN** column of the **Registered students** menu.

You will need to provide this PIN to the parent. One option is to select **Email parent PIN** from the **Actions** drop-down menu.

Update a parent



You can change the name of a parent by selecting **Update parent** from the **Actions** drop-down menu.

The PIN will remain the same.

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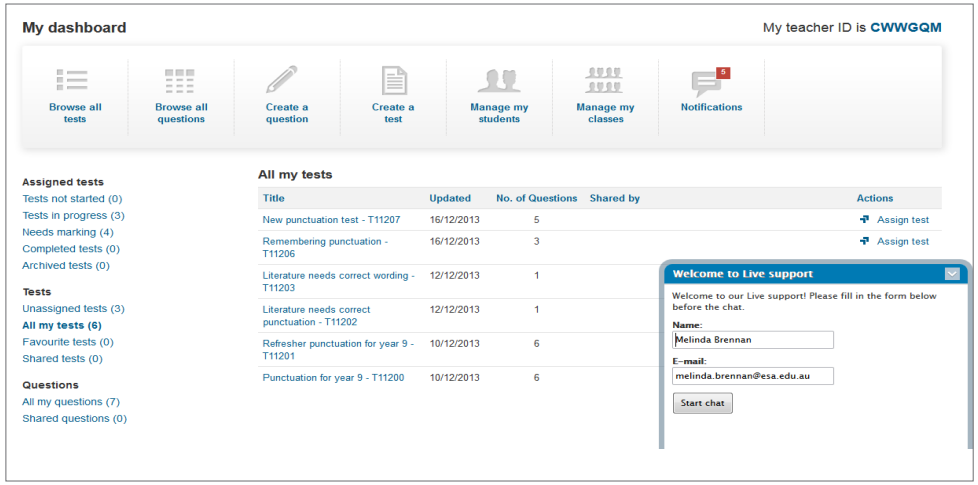
Further assistance

Access online assistance

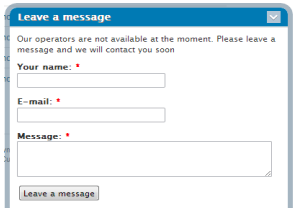


You can access online support between 9 am and 5 pm (AEST) weekdays by selecting the **Live support** link at the bottom right of the **My dashboard** page.

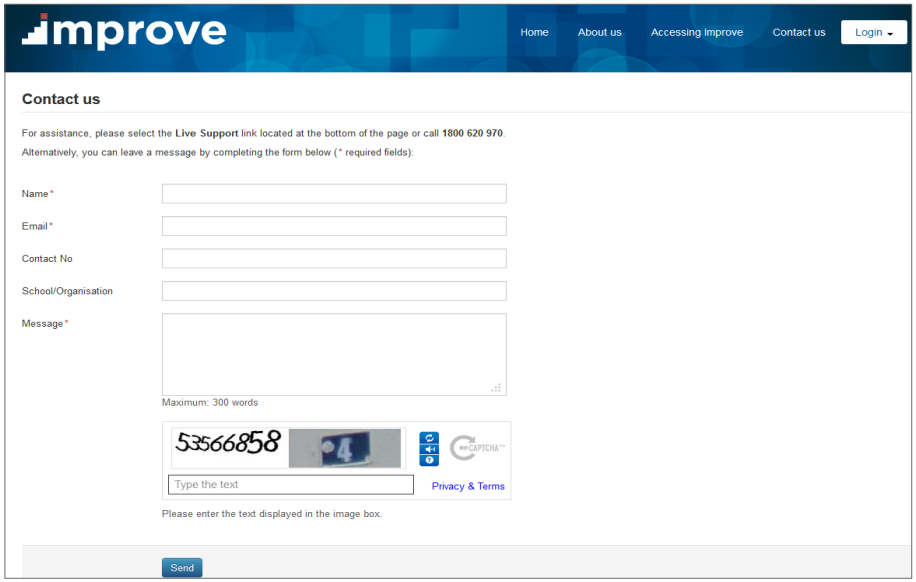
Enter your name and email address and select the **Start chat** button to begin. A member of the Improve support team will assist you.

To end the session, select the cross at the top right of the chat box. Confirm that you want to leave the session by selecting **Leave the chat**.

When **Live support** is not staffed, you will be given the option to leave a message and a member of the Improve support team will respond to your query as soon as possible.



Contact us



You also have the option to send a message via email to which we will respond promptly.

Select the **Contact us** link from the top of the screen and enter your details.

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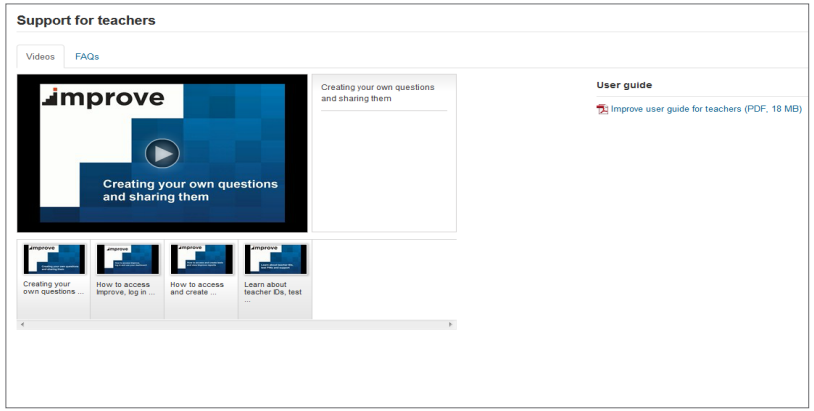
Further assistance

Support resources – videos and user guide



To access support materials, select **Teachers** from the **Support** drop-down in the main menu.

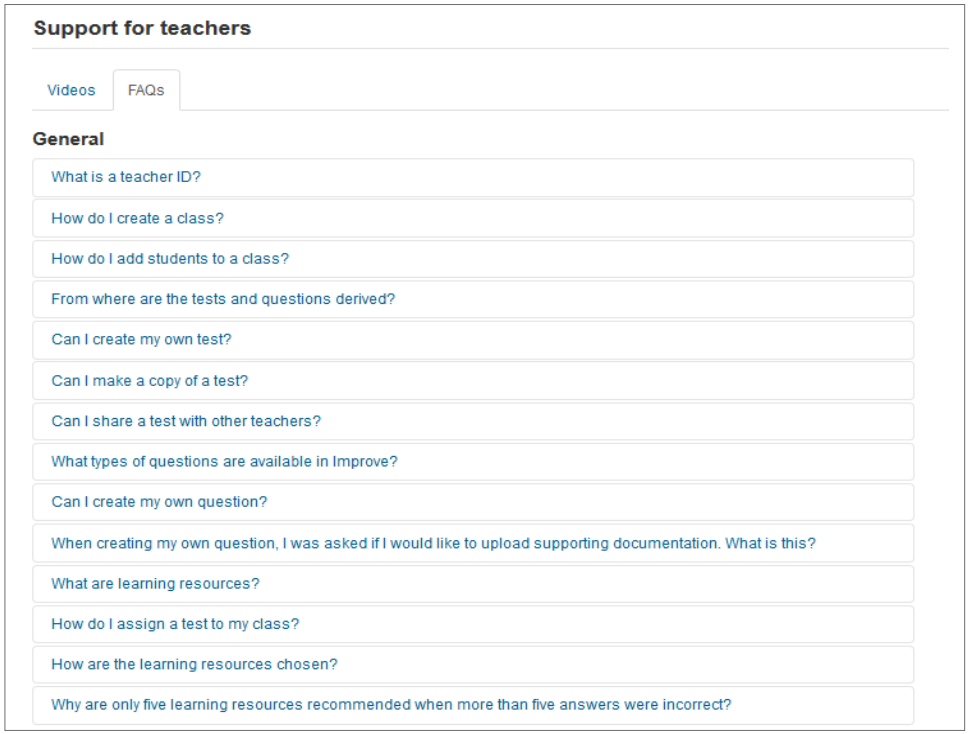
From the **Videos** tab, you can access a number of videos that provide assistance with use of the site.

When you select a video guide, it will play automatically.

To view the video guides, you will need **Adobe Flash Player** installed on your computer.

You can also download this user guide in PDF format.

Support resources – FAQs



Select the **FAQs** tab to view responses to our most frequently asked questions.

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