EXPERT TA

INSTRUCTOR USER MANUAL

Last Updated: 1/25/2023

Contents

Logging In

From the Expert TA home website, click on ***Log In*** in the top right corner of your screen. This will take you to the log in window seen in **Figure 1**.

The Expert TA uses a two-step login process. On the first screen, enter the username or email address associated with your account and click the ***Next*** button. If you enter the incorrect username, you will see this message: "*There is no account associated with the username you entered. Please ensure you are entering the full email address that you used to register for Expert TA*."

Figure 1: Login User Name

Figure 2: Login Password

On the next screen, shown in **Figure 2**, enter your password and click the ***Next*** button. This will take you to the main ***Class Management*** page shown in **Figure 4**. If you have entered the wrong username or need to log in as a different user, click on the blue words ***Log in with a different account***.

Figure 3: Request Password Reset

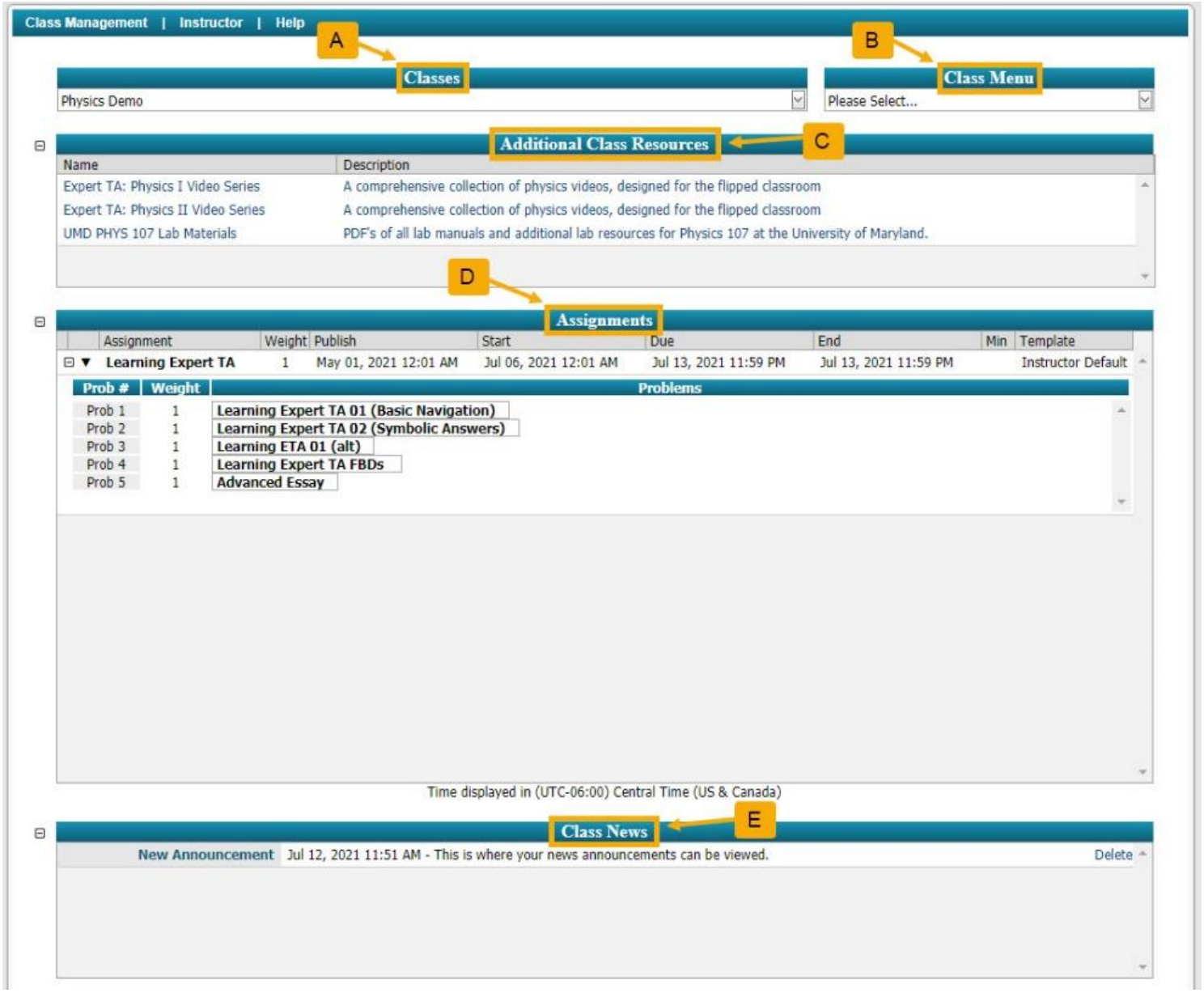
If you forget your password, click on the blue words ***Request Password Reset Email***. A new screen will appear, see **Figure 3**, where you will enter your username, and then click on the ***Request Reset*** button.

To exit from this screen without requesting a new password, use the back arrow key on your browser.

Class Management

When you first log in to Expert TA you will be taken to the Class Management page (see). At the top of the page, you will see a blue menu with the words ***Class Management***, ***Instructor***, and ***Help***. In Figure 4 below, you will see an example of the ***Class Management*** screen which can also be called your home screen. As you navigate our system, you can always click on ***Class Management*** in the blue bar to return to this screen.

Figure 4: Class Management Screen



A: **Classes** – this menu allows you to select the class you want to work on.

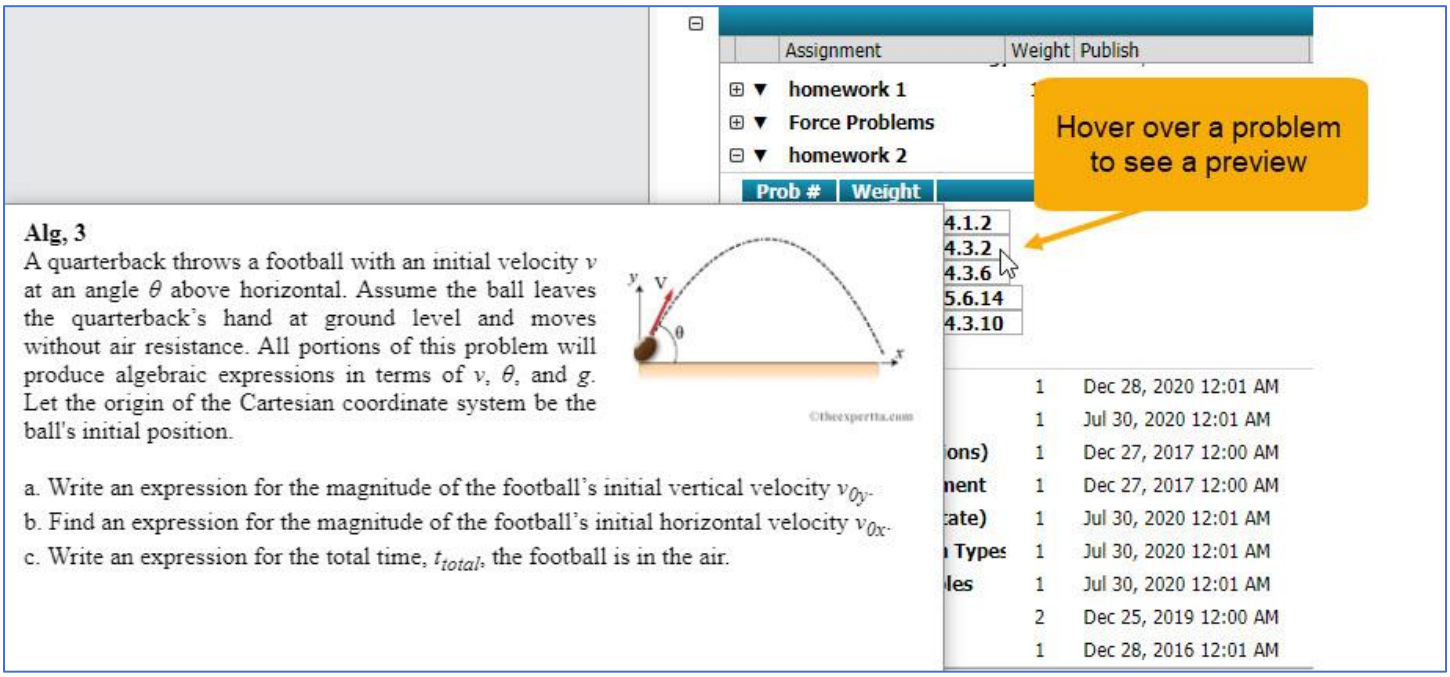
B: **Class Menu** – this menu contains many action items needed for creating, editing, and maintaining your class.

C: **Additional Class Resources** – this area contains any additional content, like videos or lab materials, available for the class.

D: **Assignments** – this is where all the assignments for your class are displayed. The expand button (⊞) to the left of the assignment will display all the problems in an assignment, in **Figure 4** homework 2 is expanded. Hovering over a problem will display a preview of the problem, see **Figure 5**.

E. **Class News** – This is where your news announcements will be displayed (see **Create News**).

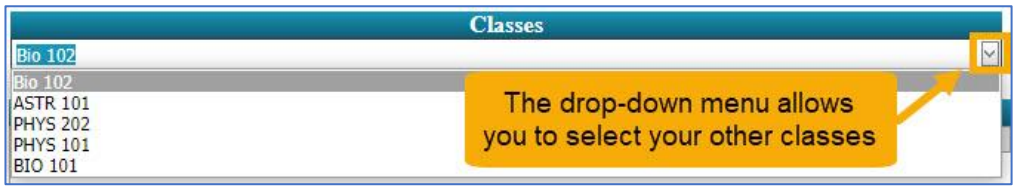
Figure 5: Problem Preview



Performing Actions on a Class

There are many actions that you will need to add or maintain a class and you will find these in the ***Class Menu***. To perform an action on a class you must first select the class you want to work on from the ***Classes*** drop-down, see **Figure 6**.

Figure 6: Classes Drop-Down



With the desired class selected you can choose an action from the ***Class Menu*** drop down shown in **Figure 7** below.

Note: if you have only one class it will be automatically selected.

Class Calendar View

Instructors can toggle to a new calendar view of their assignments for one or multiple courses. In this view, assignment dates can be adjusted quickly by dragging the assignment to a different date on the calendar. Please watch the following video for an in-depth tour of the calendar and its associated features.

Calendar Overview Video

Add/Create a Class

To add a new class, select ***Create Class*** from the ***Class Menu*** drop-down (**Figure 7**) and you will be presented with the pop-up screen seen in **Figure 8** below.

Figure 7: Class Menu

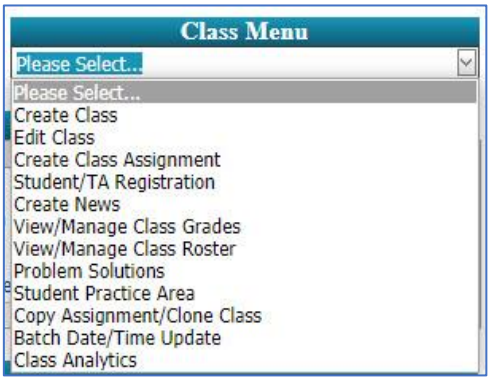
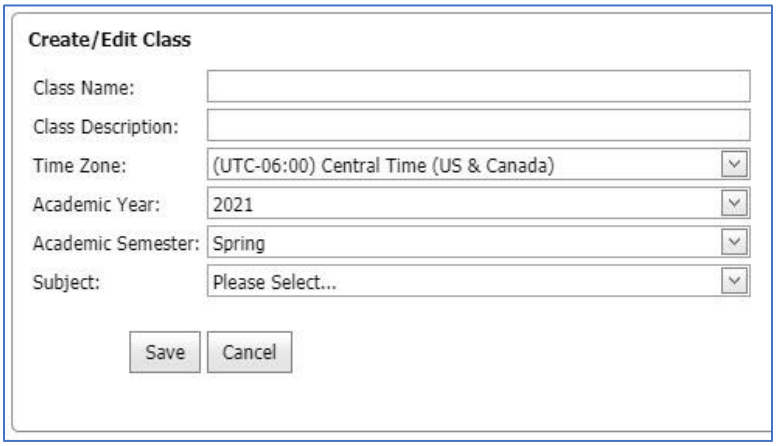
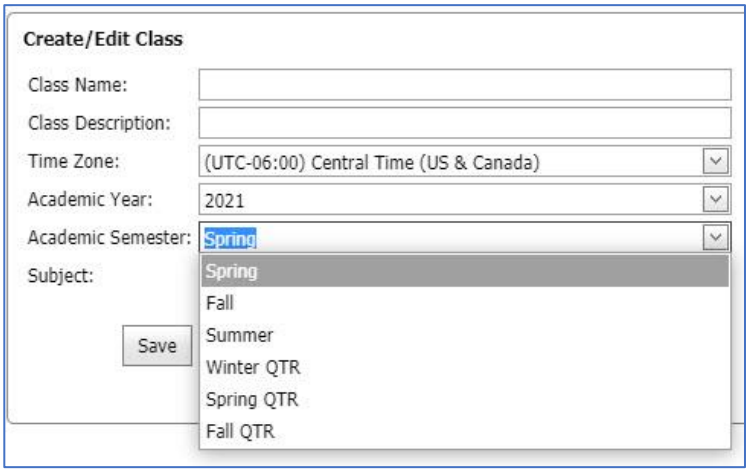


Figure 8: Create/Edit Class



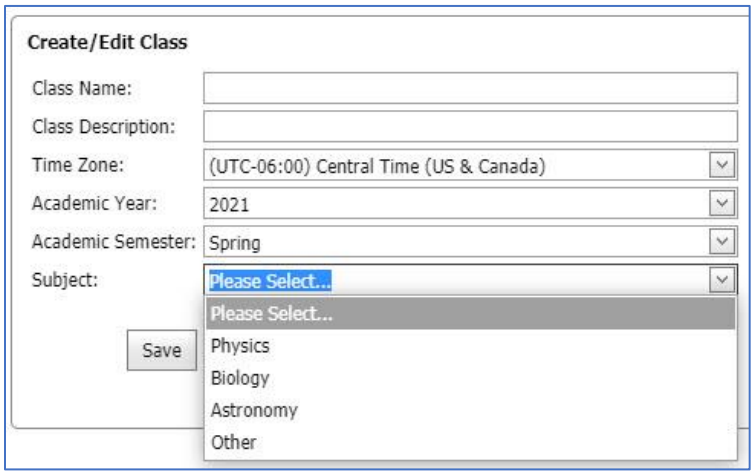
Fill in your class name and class description. Then use the drop-down menus to select your ***Time Zone***, ***Academic Year***, ***Academic Semester***, and ***Subject***.

Figure 9: Academic Semester or Quarter Selection



In the ***Academic Semester*** drop-down menu, seen in **Figure 9**, you will see semester choices and quarterly choices to choose from.

Figure 10: Subject Selection



In the ***Subject*** drop-down menu, seen in **Figure 10**, you will select the subject of your class.

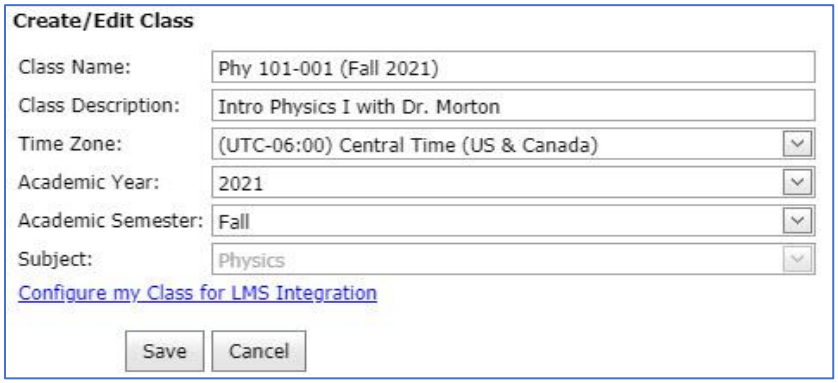
When you are finished select the ***Save*** button to save your creation, or the ***Cancel*** button to exit the window without saving.

Note: The ***Academic Semester*** and ***Subject*** choices are particularly important because they will affect the class pricing for the students.

Editing a Class

To edit a class, select the class you want to edit from the ***Classes*** drop-down on the ***Class Management*** page, and then select the ***Edit Class*** option from the ***Class Menu*** drop-down (**Figure 7**). This will take you to a pop-up screen, like the one you used to create the class, but the fields will be populated with the class information (see **Figure 11**). When you have finished making any desired changes, click either the ***Save*** button to save the changes or the ***Cancel*** button to leave without saving any changes.

Figure 11: Edit a Class



At the bottom of this pop-up screen, you will notice a blue link Configure my Class for LMS Integration. LMS integration is needed for software like Canvas and Blackboard. Since not everyone uses this feature, we have created a separate document with detailed instructions that can be found on our website at https://theexpertta.com/lms-integration/.

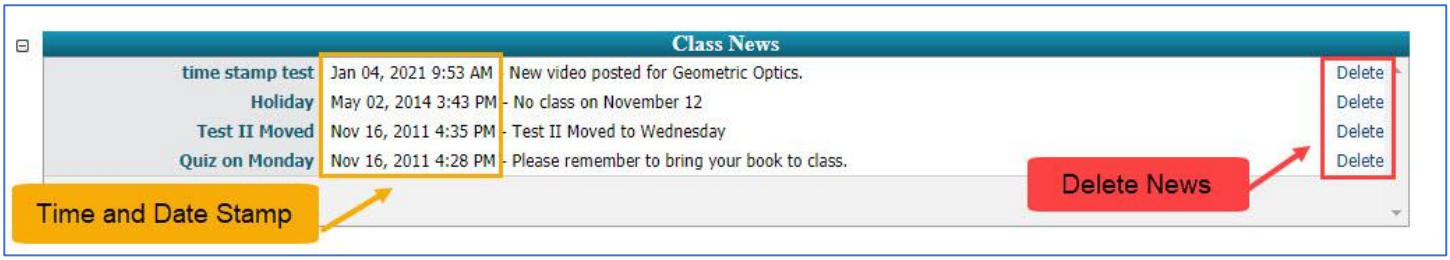
Create News

You may occasionally want to broadcast news to your entire class, such as notice of an upcoming test or holiday. To do this select ***Create News*** from the ***Class Menu*** drop down (**Figure 7**) on the ***Class Management*** screen. A pop-up window will open and allow you to enter news announcements (**Figure 12**). Enter a title for your news announcement in the ***Title*** line and type your announcement in the ***Body*** section. When you are finished click on the ***Save*** button to save your news announcement or click on the ☒ in the upper right-hand corner to exit without saving.

The news announcement is displayed in the ***Class News*** window at the bottom of the ***Class management*** page (**Figure 13**). Announcements have a time and date stamp and are listed in the order they are posted, with the most recent announcement /news listed at the top. To delete news, click on the blue ***Delete*** to the far right of the announcement.

Figure 12: Create News

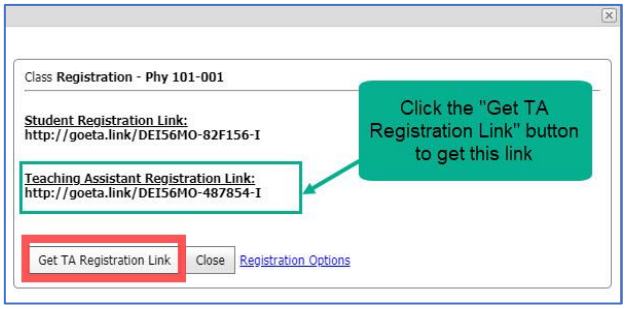
Figure 13: Class News



Student/TA Registration

Expert TA uses Registration Links to register students and TAs into their courses. Registration links are unique to each individual class created in Expert TA. To view the registration information for your class, first select your class from the ***Classes*** drop-down on the ***Class Management*** page. Then select ***Student/TA Registration*** from the ***Class Menu*** drop-down. A pop-up window will appear and display the ***Student Registration Link***, see **Figure 14**. If you have a TA that needs to register for your class, click on the ***Get TA Registration Link*** button and the ***Teaching Assistant Registration Link*** will appear under the ***Student Registration Link***.

Figure 14: Student/TA Registration Links



Note: Take great care with the TA registration link as it provides nearly instructor level access to the class.

Student Registration

Simply provide the registration link to your students. **Expert TA: Student Registration Instructions** are available at the end of this document and include detailed step by step instructions on the registration process.

Note: If you provide the ***Student Registration Link*** on a syllabus, make sure to update the link information **before** distribution at the start of a new term**.**

TA Registration

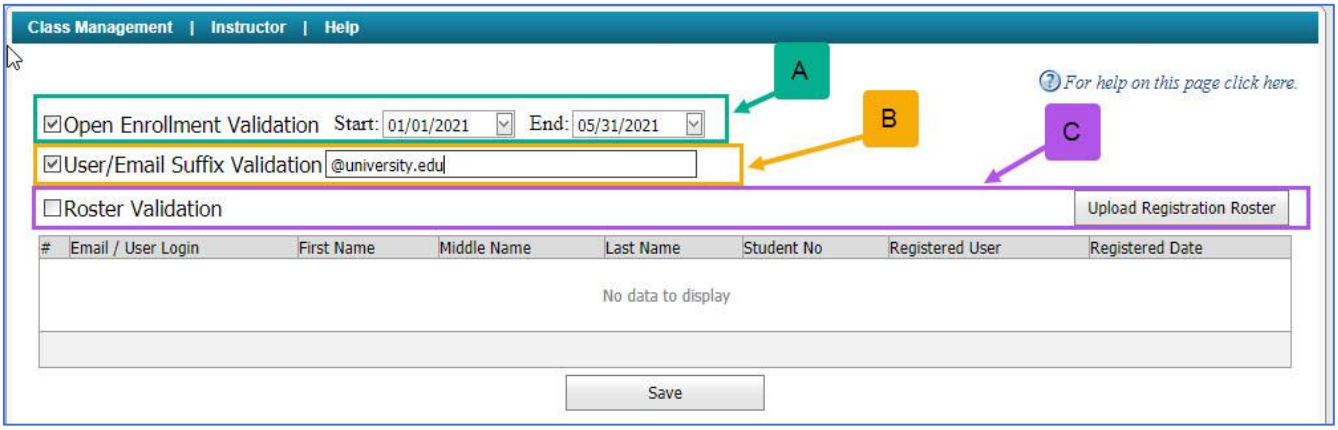
Simply provide the ***Teaching Assistant Registration Link*** to your TA and follow the **Expert TA: Student Registration Instructions** at the end of this document. The registration process for a TA is identical to the student, with the exception that the TA will not see a payment screen because there is no fee associated with the TA registration.

Note: If the TA previously used Expert TA as a student with the same email address, please contact your Account Manager to have their account re-created for full TA access**.**

Restrict Enrollment

By default, the system assumes you want open and unrestricted enrollment. You can restrict the enrollment by clicking on the blue words Registration Options in the ***Student/TA Registration*** window shown in **Figure 14**. This will take you to a screen, as seen in **Figure 15** below, which will allow you to limit the enrollment into your class. Below you will find explanations of what each check box will do.

Figure 15: Restrict Enrollment



A. ***Open Enrollment Validation*** – Students will only be able to register from the start date to the end date. To use click the checkbox, set your ***Start Date*** and ***End Date***, and click the ***Save*** button at the bottom.

B. ***User/Email Suffix Validation*** – This requires that any students registering for a class have a matching suffix in their user/email login name. For example, if all of your students have an @university.edu email, then you could use @university.edu in this field, so that abc123@university.edu would validate but abc123@gmail.com would not. To use click on the check box, enter the email suffix in the field provided, and click the ***Save*** button at the bottom.

C. ***Roster Validation*** – this setting requires that all users registering for a class have a matching user/email address in the registration roster. To use follow the step-by-step instructions below.

   a. Click on the check box for ***Roster Validation***
   b. Click on the ***Upload Registration Roster*** button
   c. After you click on the ***Upload Registration Roster*** button, a pop-up box will appear (see **Figure 16**).
   d. Choose your file by clicking on the ***Choose File*** Button (file should be in string mode and csv format)
   e. Upload the file by clicking on the ***Upload*** button
   f. After you have uploaded your roster, a sample of your data will appear (see **Figure 17**). If you wish to continue with the upload, click the ***Save*** button to save your roster or click the ***Cancel*** button to discard your changes.

Figure 16: Registration Roster Upload

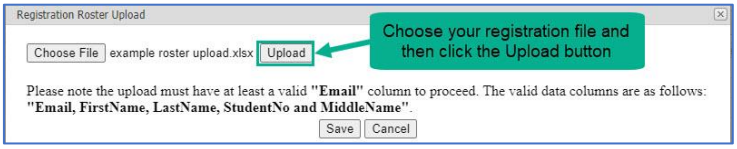
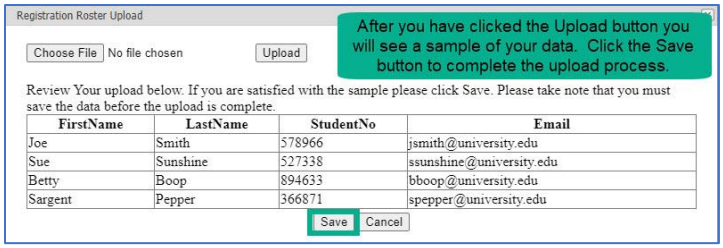


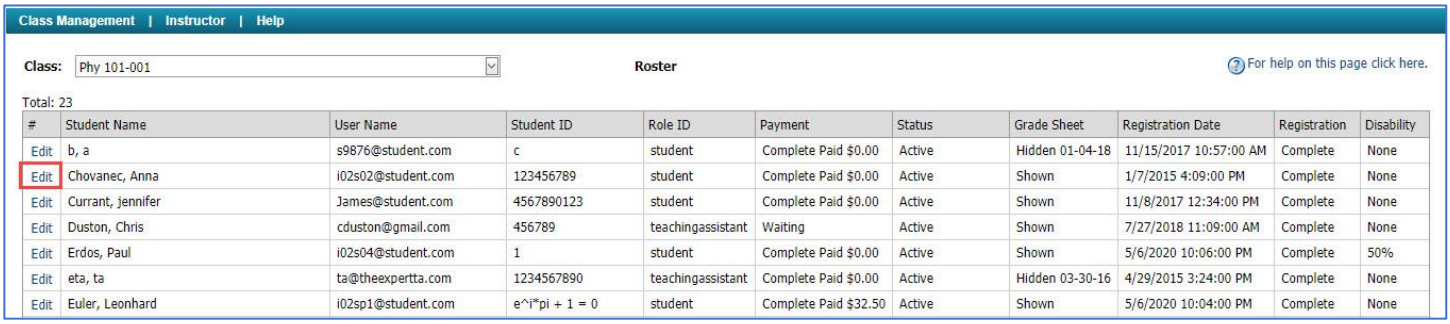
Figure 17: Registration Roster Preview



View/Manage Class Roster

To see a list of the students currently registered for your selected class, select ***View/Manage Class Roster*** from the ***Class Menu*** (Figure 7) on the ***Class Management*** page (see Figure 18).

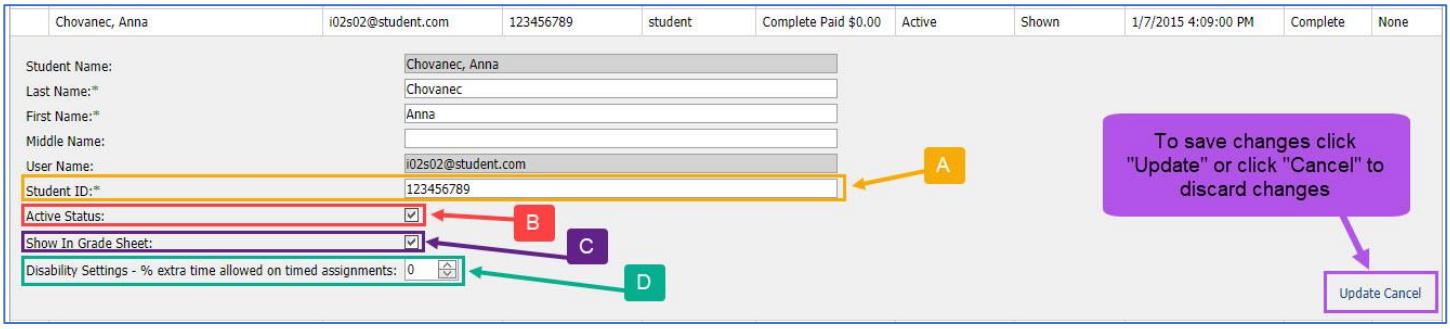
Figure 18: Class Roster



#	Student Name	User Name	Student ID	Role ID	Payment	Status	Grade Sheet	Registration Date	Registration	Disability
Edit	b, a	s9876@student.com	c	student	Complete Paid $0.00	Active	Hidden 01-04-18	11/15/2017 10:57:00 AM	Complete	None
Edit	Chovanec, Anna	i02s02@student.com	123456789	student	Complete Paid $0.00	Active	Shown	1/7/2015 4:09:00 PM	Complete	None
Edit	Currant, jennifer	James@student.com	4567890123	student	Complete Paid $0.00	Active	Shown	11/8/2017 12:34:00 PM	Complete	None
Edit	Duston, Chris	cduston@gmail.com	456789	teachingassistant	Waiting	Active	Shown	7/27/2018 11:09:00 AM	Complete	None
Edit	Erdos, Paul	i02s04@student.com	1	student	Complete Paid $0.00	Active	Shown	5/6/2020 10:06:00 PM	Complete	50%
Edit	eta, ta	ta@theexpertta.com	1234567890	teachingassistant	Complete Paid $0.00	Active	Hidden 03-30-16	4/29/2015 3:24:00 PM	Complete	None
Edit	Euler, Leonhard	i02sp1@student.com	e^i*pi + 1 = 0	student	Complete Paid $32.50	Active	Shown	5/6/2020 10:04:00 PM	Complete	None

To edit information on each student, click on the blue ***Edit*** to the left of the student's name. This will expand the student information into a window where their information can be edited (see Figure 19).

Figure 19: Edit Student Info



A. ***Student ID*** – this field can be edited when necessary (see Editing Student ID Number for more information)
B. ***Active Status*** – uncheck this and it will drop the student from your class and ***Grade Sheet*** (see Dropping Students from your Class for more details)
C. ***Show In Grade Sheet*** – uncheck this and the student will be hidden in your ***Grade Sheet*** (see Hiding Students in your Grade Sheet for more details)
D. ***Disability Settings*** – adding a percentage of time here will add that time to any timed assignment (see further description in Students with Disabilities)

Searchable Class Roster

You can now search the roster for all fields. This includes searching for student first or last name, student email, and student id. You also have the ability to search for text that would be included in any of the other fields in the roster including: payment field, status, grade sheet (visible/hidden), registration date, registration, and disability setting.

Example Searches

- Search for "Paid $0.00" to see a list of all students who are still on the free trial.
- Search for "1/19" to see all students who registered on January 19th.
- Search for "teachingassistant" to see all TA's or co-instructors for the course.
- Search for "waiting" to see any students who have done the first step of registration but who have not yet paid or selected the free trial option.
- Search for "dropped" to see any students where the instructor has removed the student from the class.
- Search for "Hidden" to see any students who are still enrolled in the course, but hidden from the grade sheet.

Editing Student ID Number

In many cases the Student ID is used to match up grades when exporting and importing grades into other programs such as Blackboard, Desire2Learn and Moodle. If a student enters in the wrong ID or leaves this information out, it can cause errors when trying to do such imports and exports. While students do have an interface that allows them to change their own Student ID, and you can request that they all get their own information accurate, errors may still occur. The edit screen will allow you to change the Student ID to avoid those errors.

Hiding Students in your Grade Sheet

You can decide here whether to show the student in your grade sheet. If a student has dropped or is auditing your class, you can hide them in your grade sheet by unselecting the ***Show In Grade Sheet*** checkbox, see **Figure 19**. This will keep their grades from being included in any grade exports. This action can be reversed by selecting the ***Show In Grade Sheet*** checkbox.

Note: Hidden students still have full access to the class and can see their grades, your class material, take assignments, view solutions, etc**.**

Dropping Students from your Class

You can also change the student's status from active to dropped by unselecting the ***Active Status*** checkbox, see **Figure 19**. This will cut off that student's access to your class entirely and remove them from your grade sheet. The student will not have access to any of your course materials. This action can be reversed by selecting the ***Active Status*** checkbox to reinstate them back to the class fully.

Students with Disabilities

Many students need additional time for timed assignments. For these cases you can set an extra time percentage (from 0 to 100 percent) for a student in your class roster, see **Figure 19**. This extra time percentage will then be afforded automatically for the student on **ALL** timed assignments that are created during the semester. Example Case: If you set a student's extra time at 50, then that student would be allowed 150% of the amount of time as all the other students in the class (90 minutes for a 60-minute test). You can key in this percentage or use the up/down arrow keys to change it in increments of five percent.

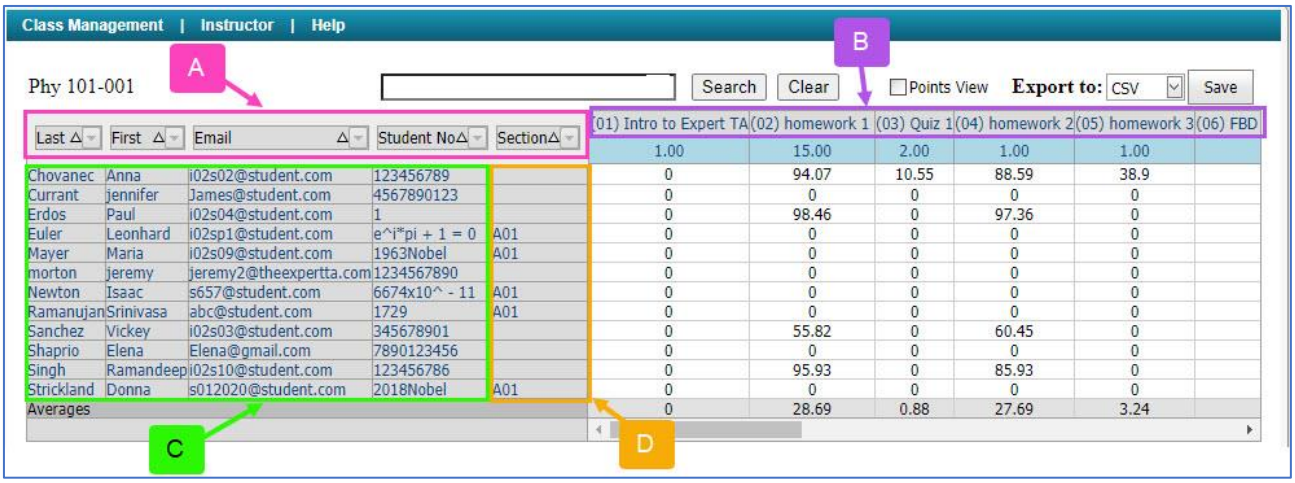
Once you have completed editing the settings for this student, click on either *Update* to save the settings or *Cancel* to exit without saving in the bottom right corner of the window (see **Figure 19**).

Viewing and Managing the Grade Sheet

From the ***Class Management*** page, select ***View/Manage Class Grades*** from the ***Class Menu*** (see Figure 7) drop-down.

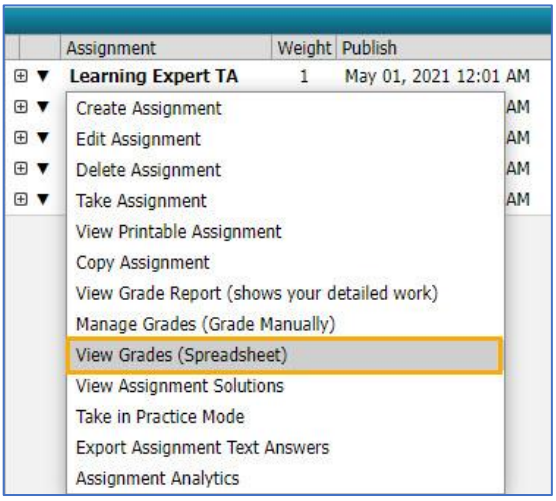
The ***Grade Sheet*** below (Figure 20) shows each student's individual grades on homework, quizzes, and tests completed to date. In the light blue bar, you can see the weight of each assignment. This page can be sorted or filtered by ***Last Name***, ***First Name***, ***Email***, ***Student ID Number***, or ***Section***. To see all the grades for a single student, click on any of the blue links with their information. To see all the grades for a particular section, click on the section name or number in blue. To see more detail for a particular assignment, click on the assignment header and you will be taken to the ***Assignment Grade Spreadsheet*** (Figure 22).

Figure 20: Grade Sheet



A. Sort and Filter Columns
B. Assignment Names – click to enter the assignment
C. Click on any of these items to see the grades for a single student
D. Click on the Section name/number to see grades for only that section

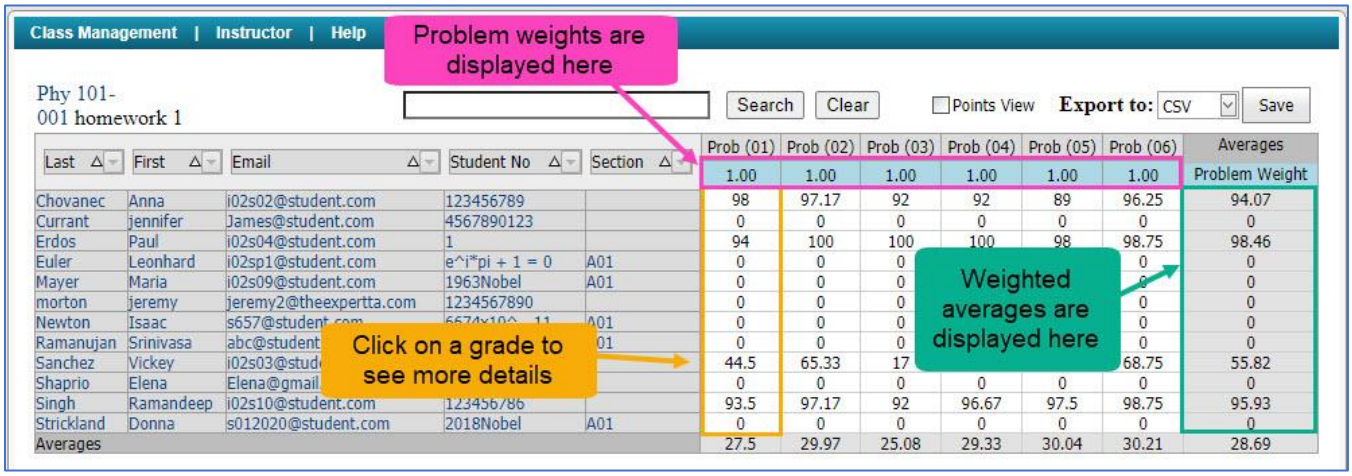
Figure 21: View Grades (Spreadsheet)



The ***Assignment Grade Spreadsheet*** can also be found by going to the ***Class Management*** page, clicking the down arrow next to the assignment, and selecting ***View Grades (Spreadsheet)***, as seen in Figure 21.

The ***Assignment Grade Spreadsheet*** screen, in Figure 22 below, shows the grades accomplished on each problem in the assignment and the weighted averages.

Figure 22: Assignment Grade Spreadsheet

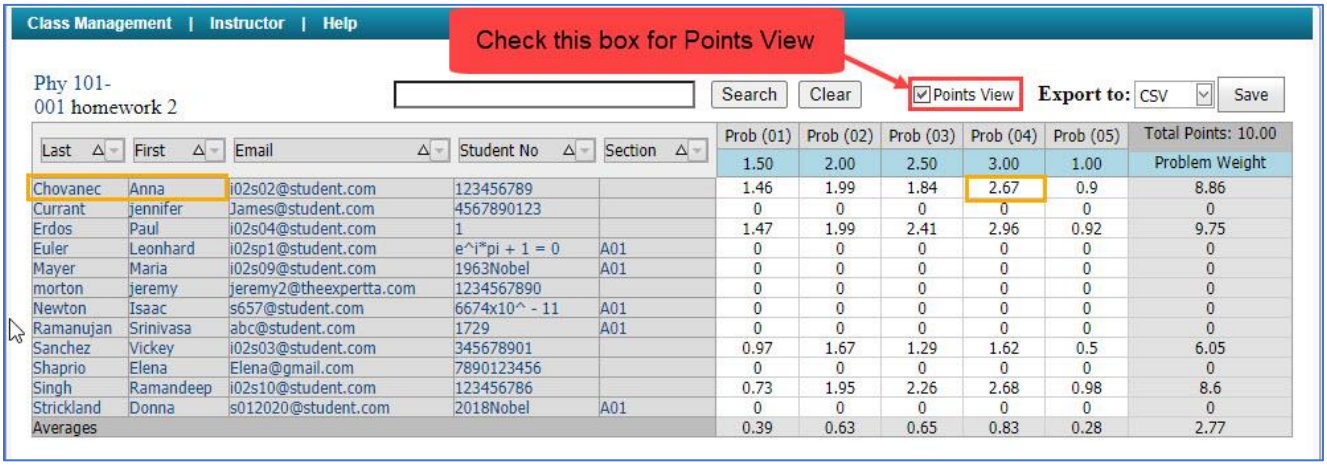


Last	First	Email	Student No	Section	Prob (01)	Prob (02)	Prob (03)	Prob (04)	Prob (05)	Prob (06)	Averages
					1.00	1.00	1.00	1.00	1.00	1.00	Problem Weight
Chovanec	Anna	i02s02@student.com	123456789		98	97.17	92	92	89	96.25	94.07
Currant	jennifer	James@student.com	4567890123		0	0	0	0	0	0	0
Erdos	Paul	i02s04@student.com	1		94	100	100	100	98	98.75	98.46
Euler	Leonhard	i02sp1@student.com	e^i*pi + 1 = 0	A01	0	0	0			0	0
Mayer	Maria	i02s09@student.com	1963Nobel	A01	0	0	0			0	0
morton	jeremy	jeremy2@theexpertta.com	1234567890		0	0	0			0	0
Newton	Isaac	s657@student.com	6674x10^ - 11	A01	0	0	0			0	0
Ramanujan	Srinivasa	abc@student		01	0	0	0			0	0
Sanchez	Vickey	i02s03@stud			44.5	65.33	17			68.75	55.82
Shaprio	Elena	Elena@gmail			0	0	0	0	0	0	0
Singh	Ramandeep	i02s10@student.com	123456786		93.5	97.17	92	96.67	97.5	98.75	95.93
Strickland	Donna	s012020@student.com	2018Nobel	A01	0	0	0	0	0	0	0
Averages					27.5	29.97	25.08	29.33	30.04	30.21	28.69

Points View

You can also view grades as points, instead of a percentage. To view grades as points, simply click on the ***Points View*** check box. In **Figure 23**, you can see that Anna Chovanec received an 89% on problem 4. Since the problem is worth three points, the student earned 2.67 points. In this view, the far-right column displays the total number of points earned instead of the average. To see even more detail, select the student's grade and you will be taken to the manual grading screen (see **Figure 33**).

Figure 23: Points View



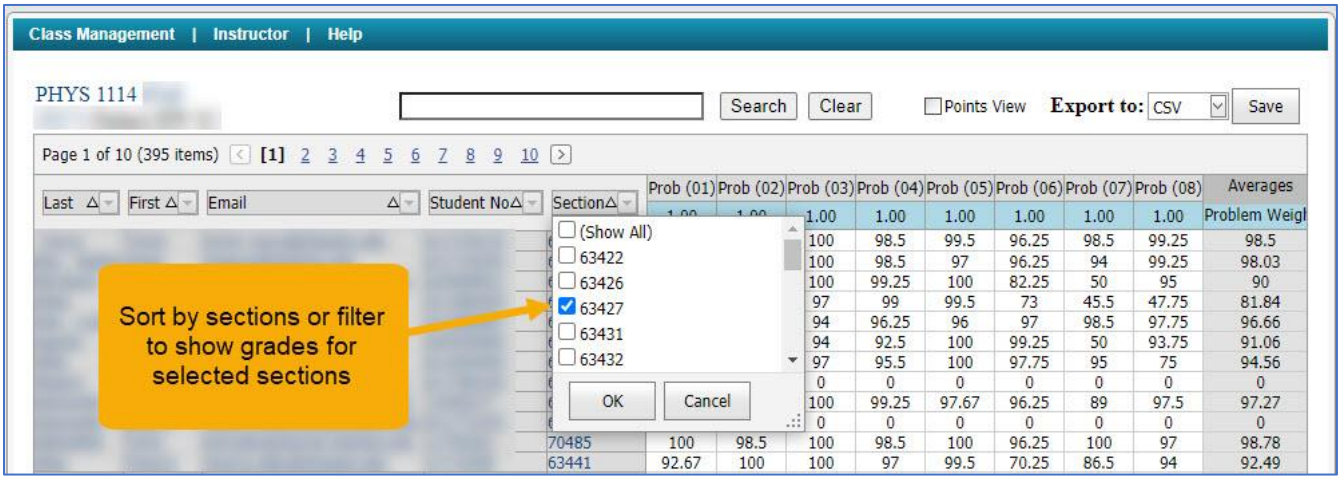
Last	First	Email	Student No	Section	Prob (01)	Prob (02)	Prob (03)	Prob (04)	Prob (05)	Total Points: 10.00
					1.50	2.00	2.50	3.00	1.00	Problem Weight
Chovanec	Anna	i02s02@student.com	123456789		1.46	1.99	1.84	2.67	0.9	8.86
Currant	jennifer	James@student.com	4567890123		0	0	0	0	0	0
Erdos	Paul	i02s04@student.com	1		1.47	1.99	2.41	2.96	0.92	9.75
Euler	Leonhard	i02sp1@student.com	e^i*pi + 1 = 0	A01	0	0	0	0	0	0
Mayer	Maria	i02s09@student.com	1963Nobel	A01	0	0	0	0	0	0
morton	jeremy	jeremy2@theexpertta.com	1234567890		0	0	0	0	0	0
Newton	Isaac	s657@student.com	6674x10^ - 11	A01	0	0	0	0	0	0
Ramanujan	Srinivasa	abc@student.com	1729	A01	0	0	0	0	0	0
Sanchez	Vickey	i02s03@student.com	345678901		0.97	1.67	1.29	1.62	0.5	6.05
Shaprio	Elena	Elena@gmail.com	7890123456		0	0	0	0	0	0
Singh	Ramandeep	i02s10@student.com	123456786		0.73	1.95	2.26	2.68	0.98	8.6
Strickland	Donna	s012020@student.com	2018Nobel	A01	0	0	0	0	0	0
Averages					0.39	0.63	0.65	0.83	0.28	2.77

Working with Sections

Expert TA makes it easy to work with large classes that have recitation or lab sections. You will be able to assign homework or quizzes to the entire class but will be able to view and manage grades based on sections. Expert TA inputs the section names/identifiers while setting up your class. Students specify their section as part of the registration process by choosing from a drop-down list of the valid sections.

Note: If you would like to add sections to a class, please contact your Account Manager.

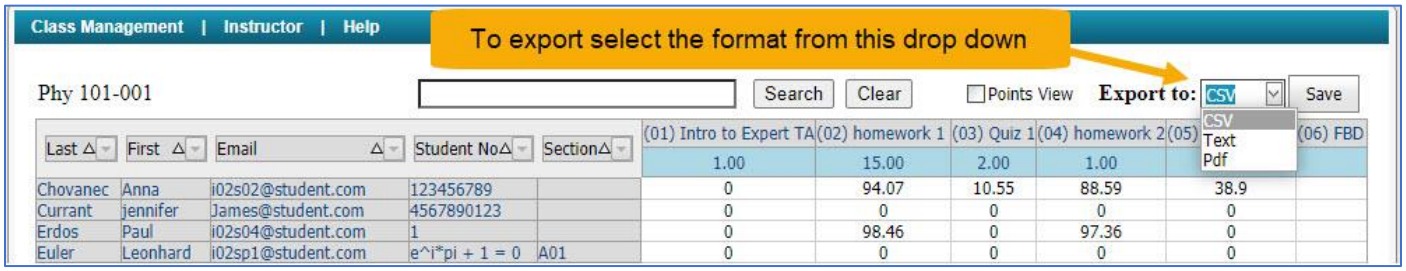
Figure 24: Sorting by Sections



Exporting Grades

You can easily export grades to manage them from a program, like EXCEL, by selecting the format from the ***Export To*** drop-down and then clicking the ***Save*** button (Figure 25). You can utilize Sort and Filter options within the ***Grade Spreadsheet***. Figure 24 above shows how you could display the grades for students only in section "63427" of the large class.

Figure 25: Exporting Grades



Manage Grades (Grade Manually)

The ***Manage Grades (Grade Manually)*** option will open a student's grade report and is designed for instructors to change grades, create an extension, reset problem attempts, or assess student responses to open-ended questions.

The manual grading screen can also be accessed from the ***Class Management*** screen by clicking the down arrow next to the assignment and selecting ***Manage Grades (Grade Manually)*** from the assignment menu (Figure 26).

Figure 26: Manage Grades (Grade Manually)

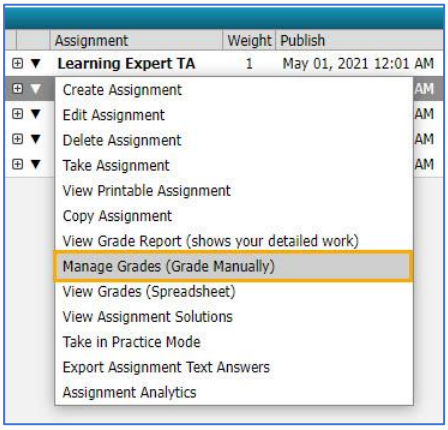
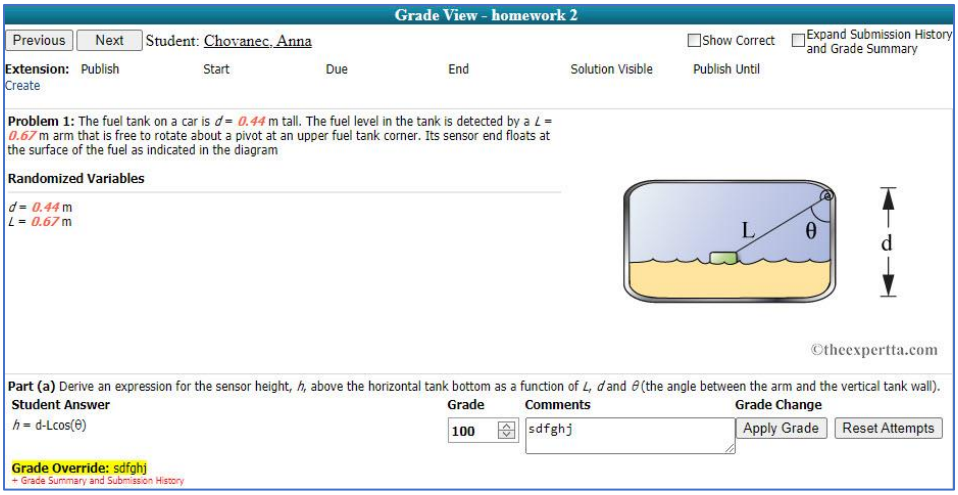


Figure 27: Basic Grade Report

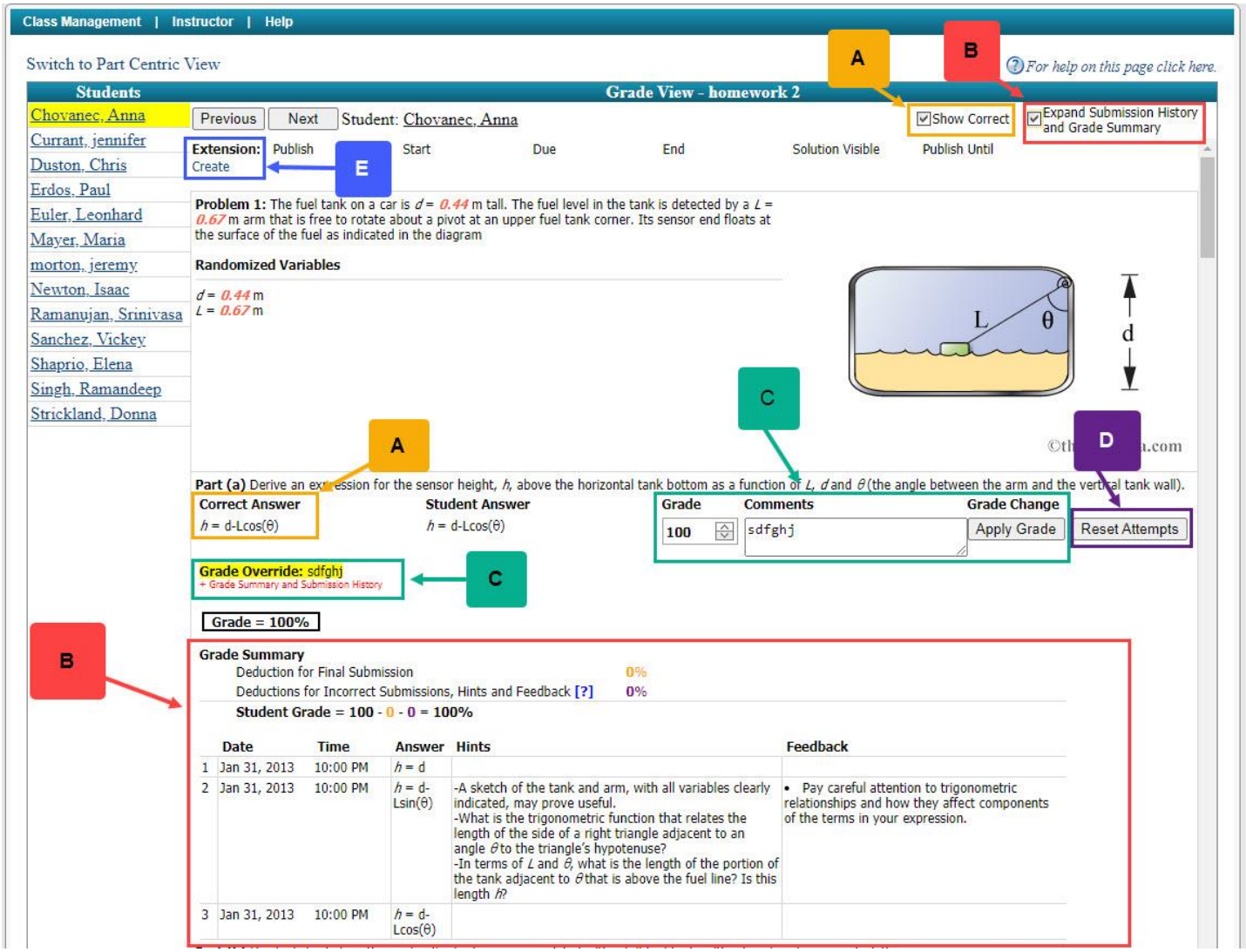


The ***Basic Grade Report*** screen allows you to see a detailed view of the problem the student received, the last answer the student entered for the problem (or problem part), and the grade the student received (see **Figure 27**).

Expanded Grade Report Screen

The ***Expanded Grade Report*** screen, see **Figure 28**, contains additional details that are not automatically available in the ***Basic Grade Report*** like correct answers and a detailed submission history.

Figure 28: Expanded Grade Report



A. ***Show Correct Answer*** checkbox – when checked this displays the ***Correct Answer*** next to the final ***Student Answer*** in the grade report
B. ***Expand Submission History and Grade Summary*** checkbox – when checked this expands the grade report to show every student answer submission, any hints or feedback the student used, and any deductions taken (including late work when available).
C. Grade Change area – see Error! Not a valid bookmark self-reference. for additional information
D. ***Reset Attempts*** button – see
E.
F. **Reset** Attempts for additional information
G. ***Create an Extension*** – you can create an extension for a student by clicking Create. More information about creating extensions is provided in (Managing Extensions for a Student).

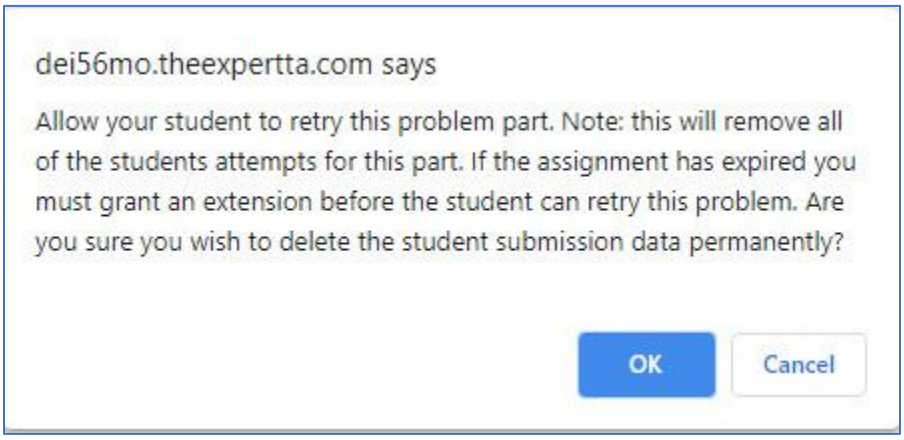
Grade Changes

You can change the grade that a student made on a problem, or problem part, by typing a number between 0 and 100 in the grade box or by using the up/down arrows. Add any comments you feel are necessary (not required), and then click the ***Apply Grade*** button to save your changes. When a grade has been overridden, a highlighted notation will appear on the grade sheet.

Reset Attempts

You can also reset the student's ability to submit answers for a problem, or problem part, by clicking on the ***Reset Attempts*** button. A message box, like the one in **Figure 29**, will appear. To continue with the reset, click on the ***OK*** button or click the ***Cancel*** button to Cancel.

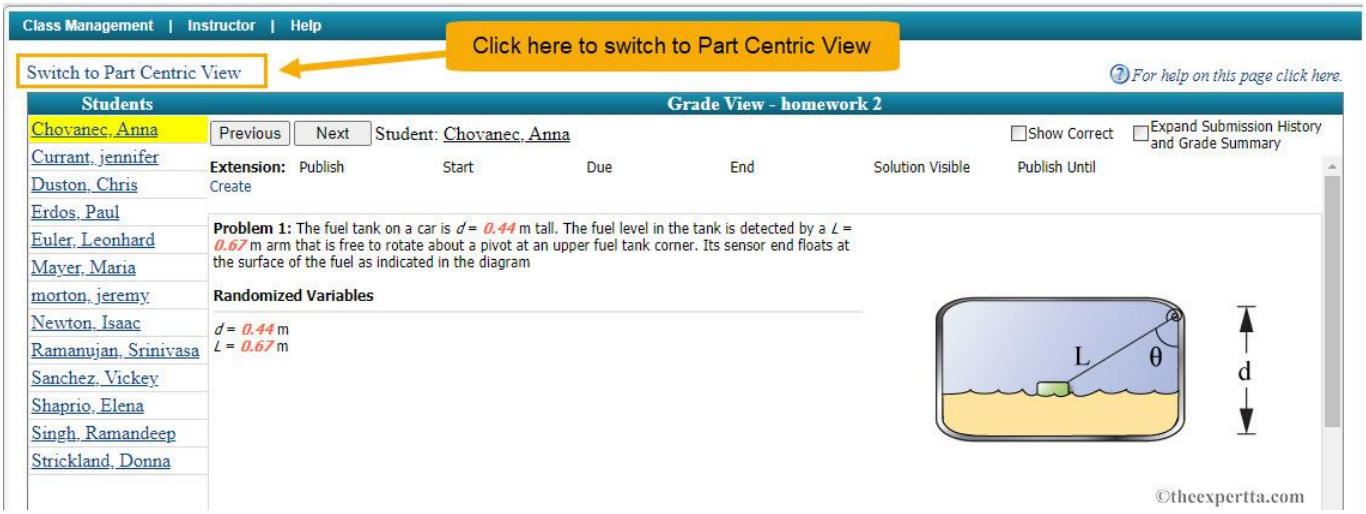
Figure 29: Reset Attempts Confirmation



Part Centric View

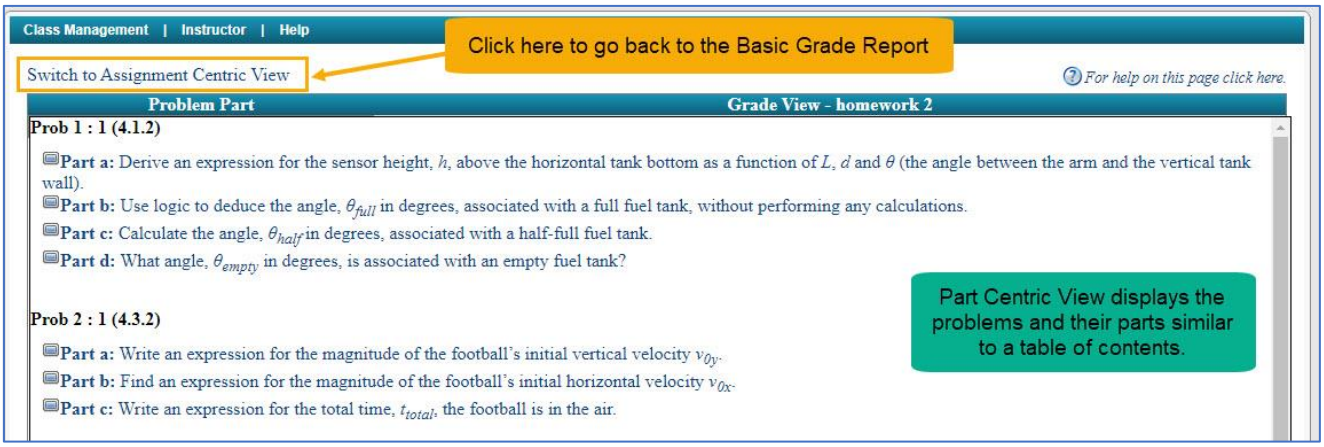
Part Centric View option is designed for instructors to quickly apply mass grade updates or assess student responses to open-ended questions. To access part centric view, click on Switch to Part Centric View in the upper left-hand corner of the Grade Report Screen, see **Figure 30**.

Figure 30: Switching to Part Centric View



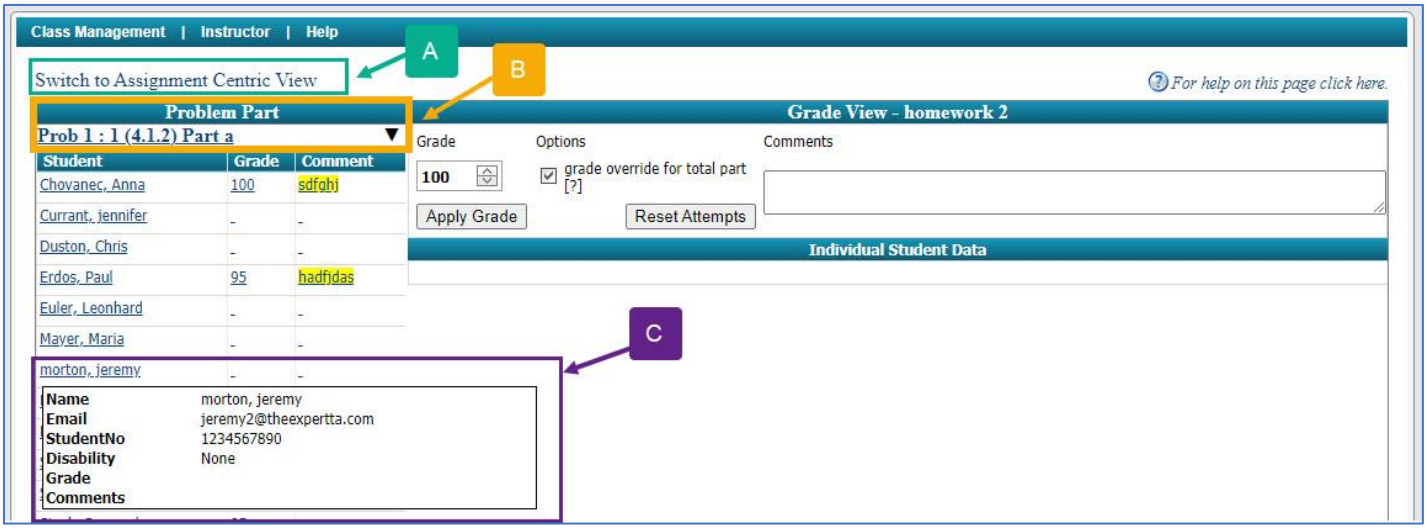
Next, you will see a screen with the problems and their parts listed like a table of contents (**Figure 31**). Click on the problem or problem part to see a list of your students and their grades on the problem and part you have selected, like **Figure 33** below.

Figure 31: Part Centric View



In Figure 32 below, hovering over a student's name will display the student's information. You can switch problems or problem parts by clicking on the down arrow or the blue underlined problem. You can also switch back to the Basic Grade Report by clicking Assignment Centric View near the upper left corner. Clicking on an individual student's name will reveal their grade report for the associated problem and part (Figure 33).

Figure 32: Part Centric View Problem Part



A. Switch back to the Basic Grade Report by clicking here
B. Easily change to another problem part in the assignment in this drop-down menu
C. Hovering over a student name will display the student's information

In the manual grading screen, seen in Figure 33 below, you can see the student's answers, including any hints and feedback they used. Reset attempts is also available in this screen by clicking on the ***Reset Attempts*** button.

Grade Override

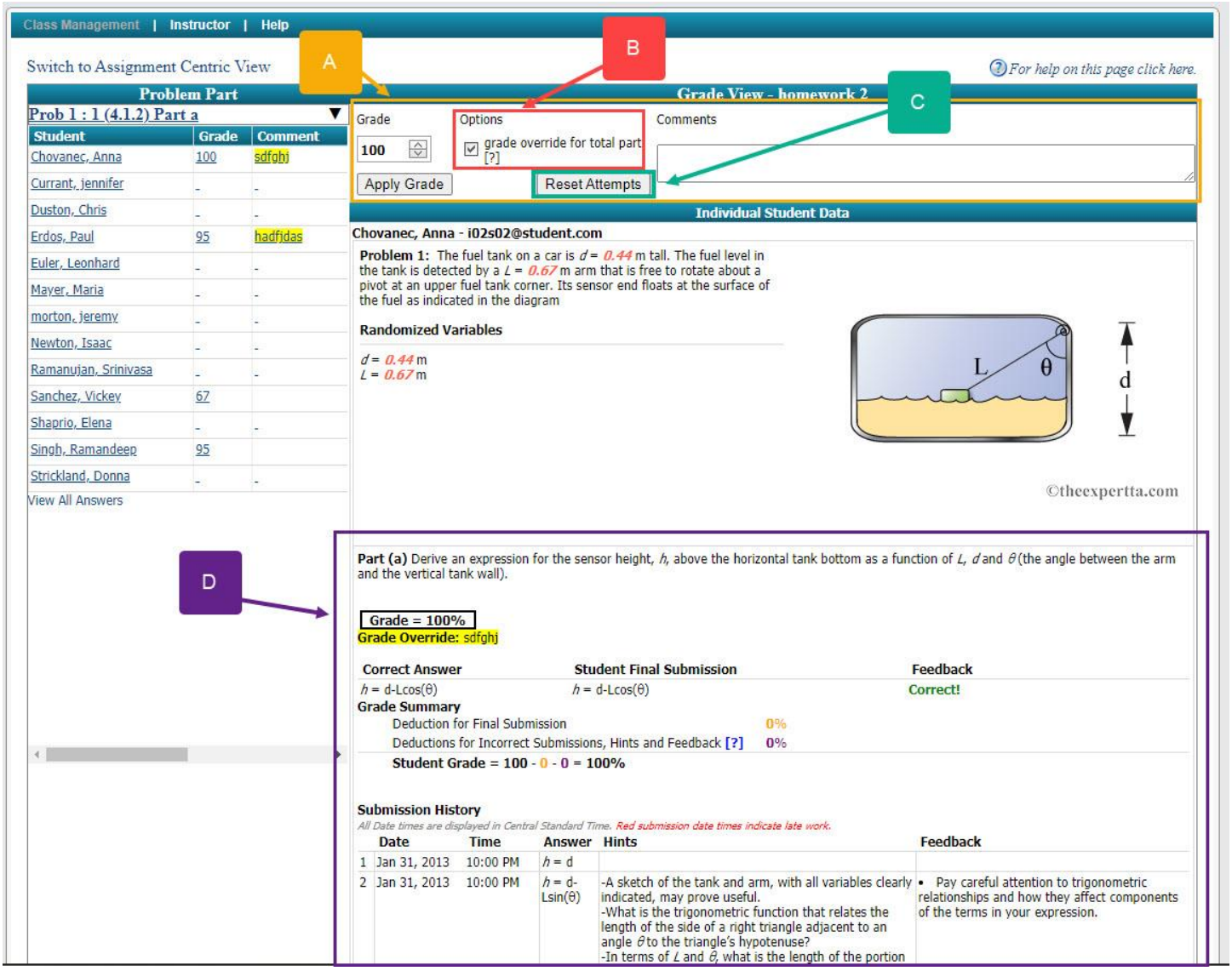
Lastly, see Figure 33, notice the checkbox labeled ***grade override for total part [?]***. Before you change a grade, there are two options to consider.

1. Leave the box selected. This will override the student's grade for the entire part, so that the value in the Grade box will become the student's grade. This will remove any deductions previously assessed for incorrect answers, hints, feedback, or late work. **This option is selected by default, and we recommend you leave it selected.**
2. Unselect the box. This will affect only the student's final answer credit. Any deductions previously acquired for incorrect answers, hints, feedback, and late work will be deducted from the edited grade entered.

Once you have determined the type of grade modification you would like to make, you can edit the student's grade by using the up and down arrows or by typing a number between 0 and 100 in the box. Add any comments you feel are necessary (not required) and then click on the ***Apply Grade*** button to save the changes. When a grade has been overridden you will see a highlighted notation.

Note: The grade value and comments associated with a change will remain in the same state as you navigate to different students. This will allow mass updates to be made quickly without opening separate grade reports for each student. IF you are assessing open-ended questions, be sure to update the grade and comments as necessary for each individual student.

Figure 33: Grading Manually Problem View



A. Edit a student grade or manually grade problem here
B. ***Grade override for total part [?]*** checkbox – see **Grade Override** for more information
C. ***Reset Attempts*** button – see
D.
E. **Reset** Attempts for more information
F. Detailed grade report including any hints or feedback accessed. Any grade override comments are highlighted.

Managing Assignments

Create an Assignment

First, select the class you want to create the assignment in from the ***Classes*** drop-down. (See Figure 34, if there is only one class it will already be selected). Select ***Create Class Assignment*** from the ***Class Menu*** drop-down. This will take you to the ***Assignment Edit/Create*** window, as seen in Figure 35.

Figure 34: Create Class Assignment

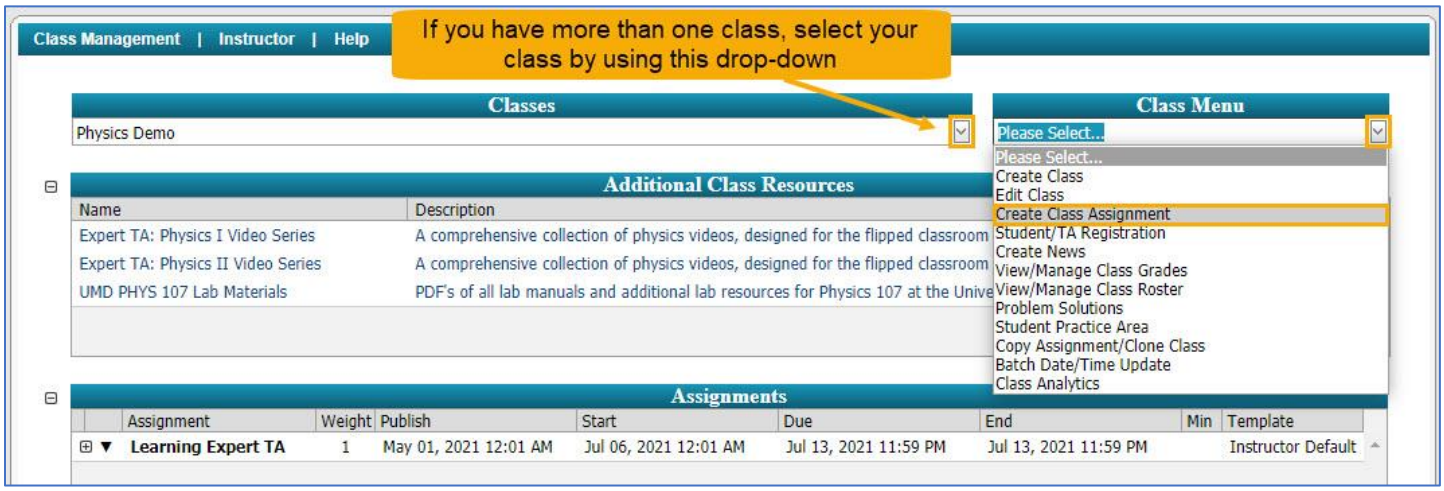
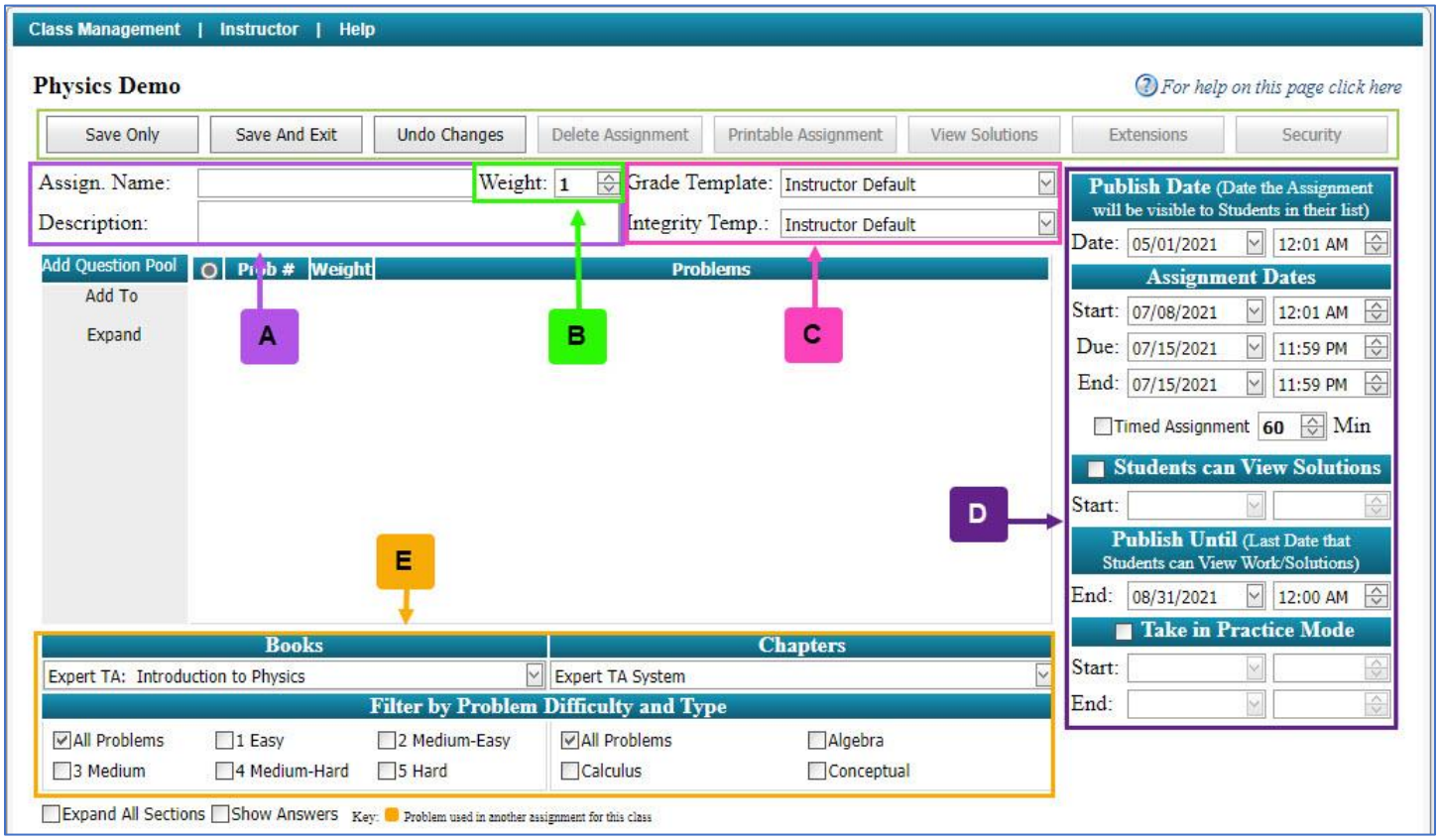


Figure 35: Assignment Edit/Create Window



A. Set the name and description for the assignment in this area.

B. ***Weight*** – the weight of an assignment is how much affect it has on the student's grade average. The higher the number the more effect it has. You can key in the weight for an assignment, from 0 to 999, or you can use the up and down arrows to change the weight.

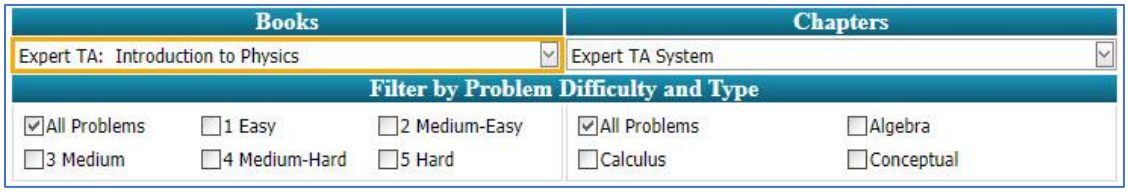
C. This is where you can set the ***Grade Templates*** and ***Integrity Templates*** for the assignment. See **Grade Templates** and **Integrity Preferences** for more information.
D. The dates in the ***Edit Assignment*** page affect when the assignment is due, when the student can see the assignment, and much more. See **Specify Assignment Availability Dates** for more information on this area.
E. This is the area where you select your book and chapter when selecting problems for an assignment. See **Selecting Problems** for more information.

Selecting Problems

To select your problems, first select your book from the ***Books*** drop-down menu (**Figure 36**).

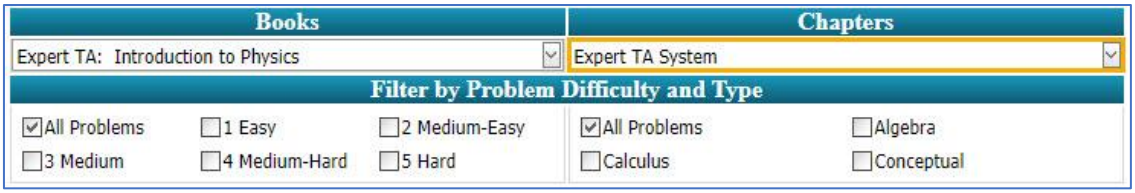
Note: Your default book will already be selected. If you need additional books, please contact your account manager.

Figure 36: Select the Book



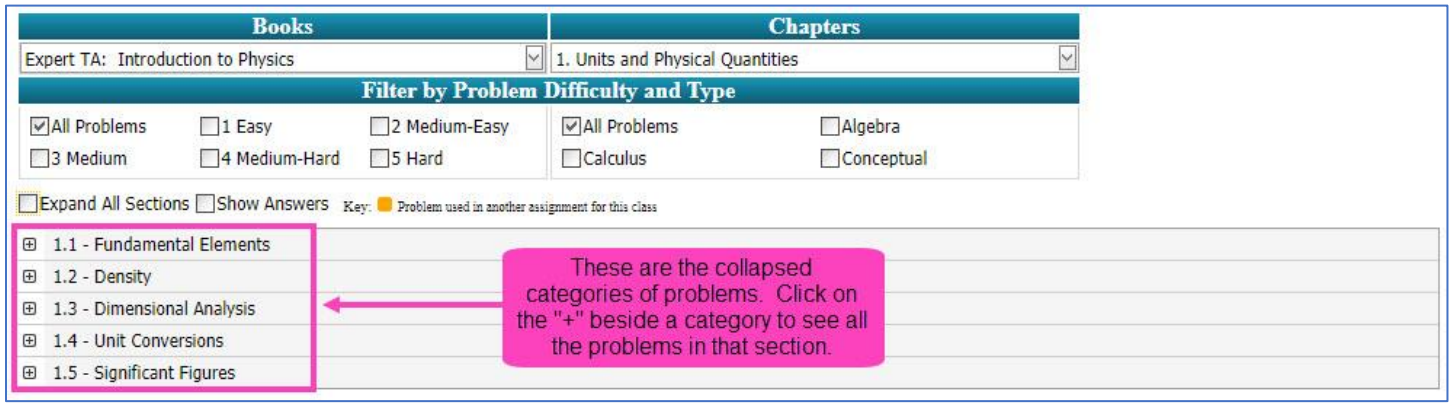
Next, select the chapter from the ***Chapter*** drop-down menu located to the right of the ***Books*** drop-down menu (**Figure 37**).

Figure 37: Select the Chapter



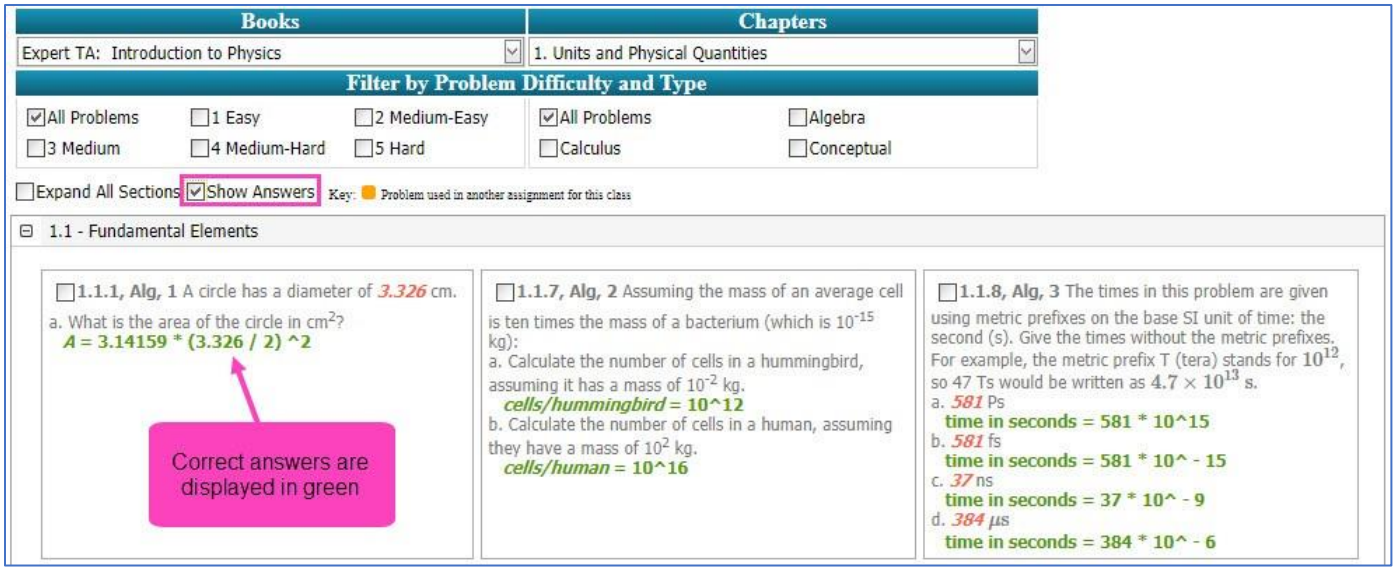
After selecting a chapter, you will see expandable categories of problems separated into sections by problem type (**Figure 38**).

Figure 38: Collapsed Sections by Problem Type



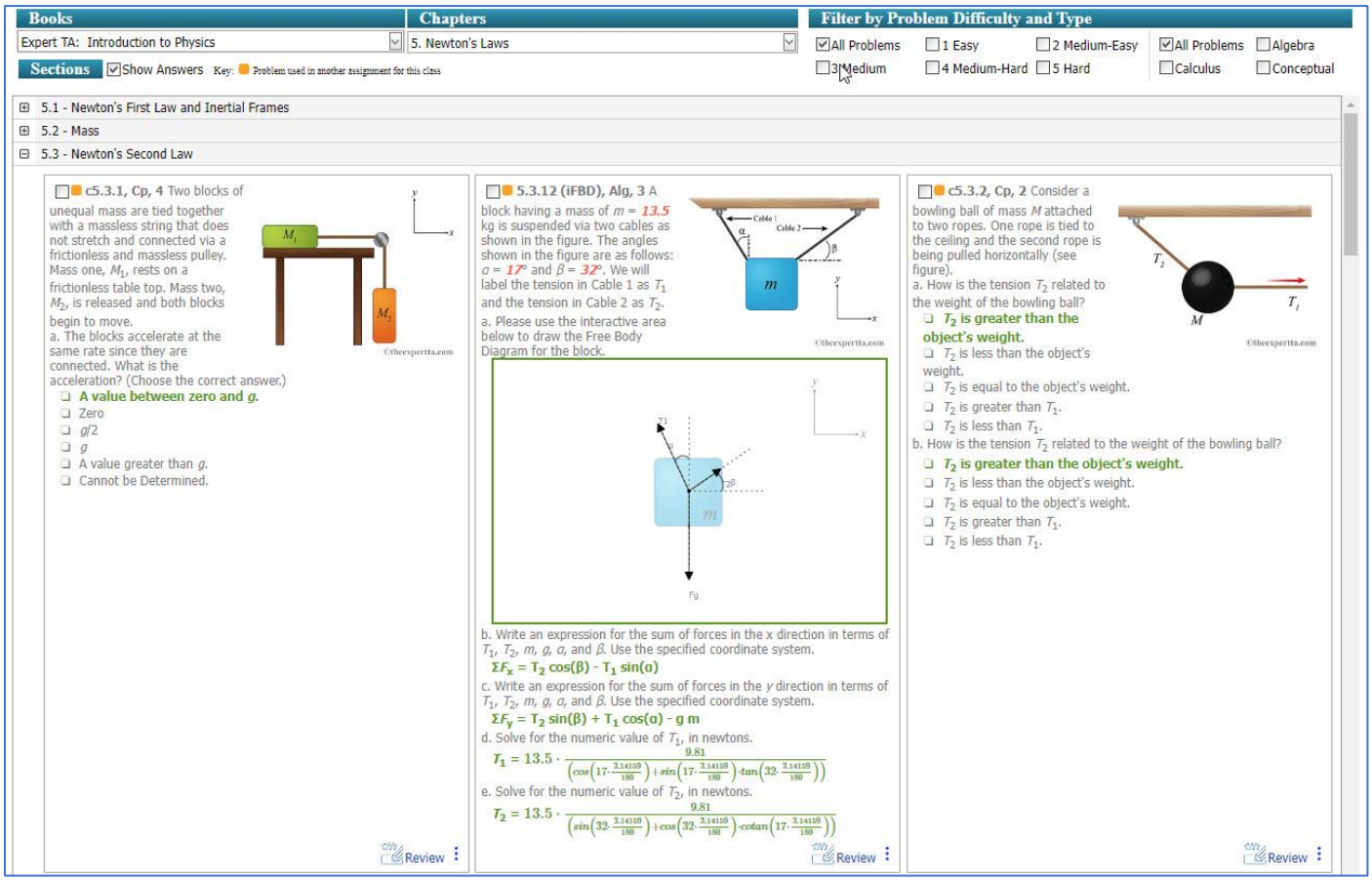
The ***Show Answers Basic*** *is demonstrated in the following figure. Simply check the highlighted box and the answers for each question will show in a green colored font below each part of the problem in the catalog.*

Figure 39: Show Answers for Basic Answer Types



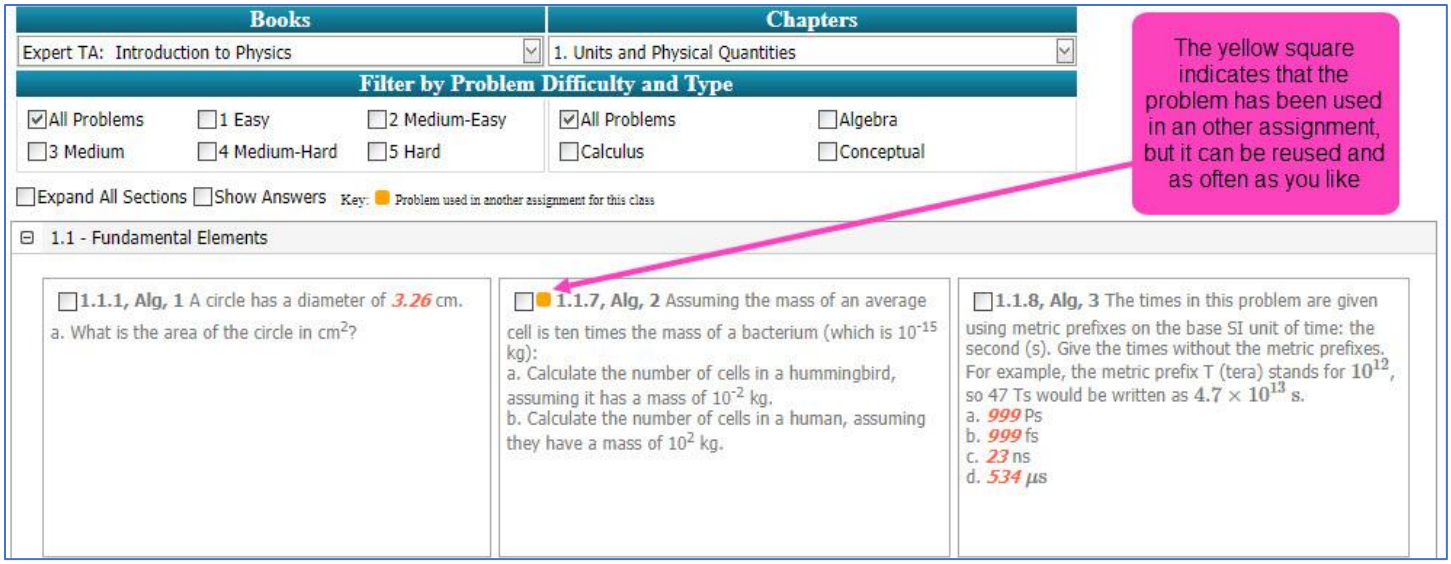
The ***Show Answers*** option will also display the correct answers for our Advanced Graphical questions such as interactive Free Body Diagrams or Drag-and-Drop exercises.

Figure 40: Show Answers Including an FBD answer Type



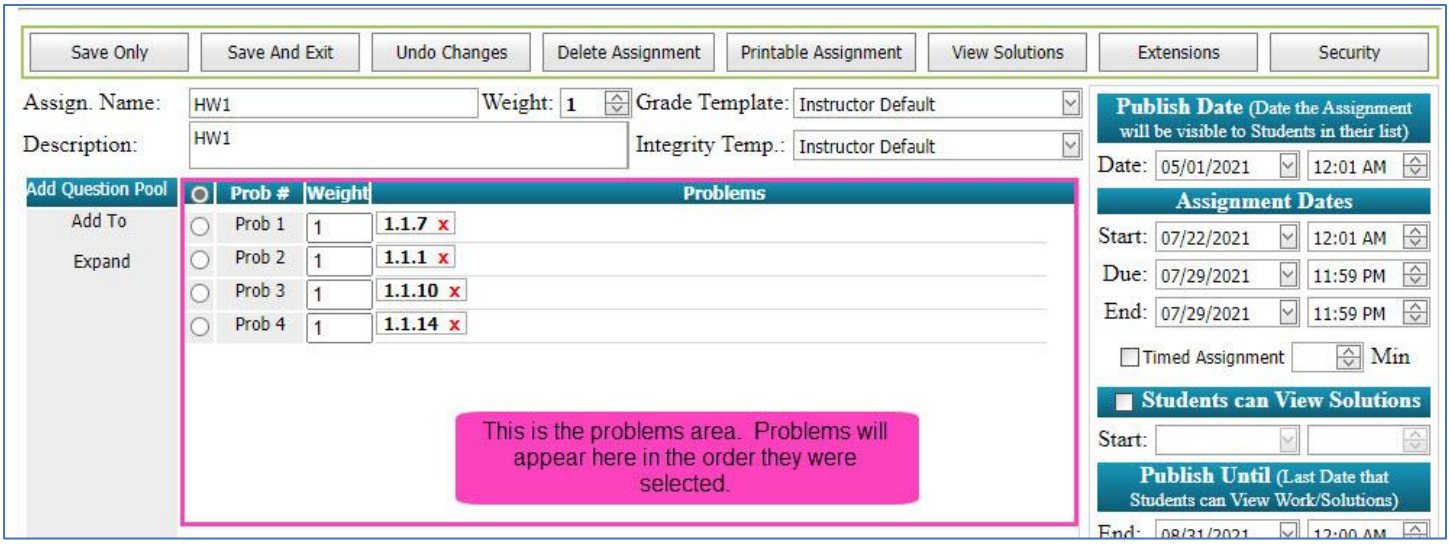
When browsing problems, you may see an orange block (■) next to a problem (Figure 41). This indicates that the problem has been used in another assignment for the class. This does not prevent you from using the problem again in other assignments. There are no limits to the types or number of problems you can put into an assignment.

Figure 41: Previously Used Problem



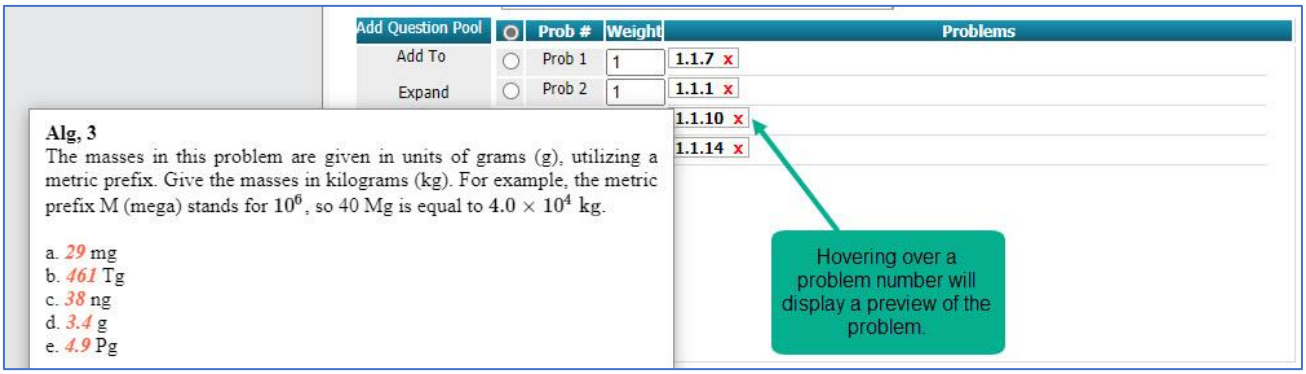
Selected problems will appear in the ***Problems*** area, beneath the assignment description (Figure 42).

Figure 42: Problem Area



Hovering your mouse over a problem name will show you a preview of the problem in a pop-up window (Figure 43).

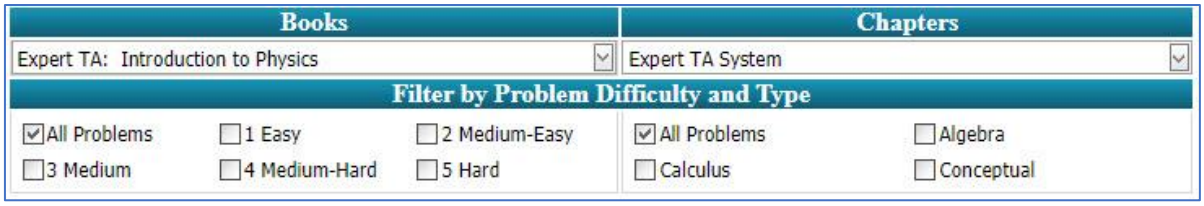
Figure 43: Problem Preview



Filtering Selected Problems by Difficulty and Type

Note: This only applies to the *Introduction to Physics* Book.

Figure 44: Filter by Problem Difficulty and Type



With the *Expert TA: Introduction to Physics* book, you can filter problems by difficulty and mathematical type. Near the bottom of the ***Edit/Create Assignment*** screen is the *Filter* panel (see Figure 44 above). You can filter the problems from which to select by difficulty (1-5, with 5 being most difficult), and/or by type; with the choices being *conceptual* (Cp), *calculus* (Calc), or *algebra* (Alg) based, by clicking the box next to your choices. You may see a "(T)" next to the problem name. This indicates that this problem is available in Tutorial mode.

In Figure 45, you can see the problem name (1.1.12), the type (Alg), and the level (3).

Figure 45: Problem Difficulty and Type

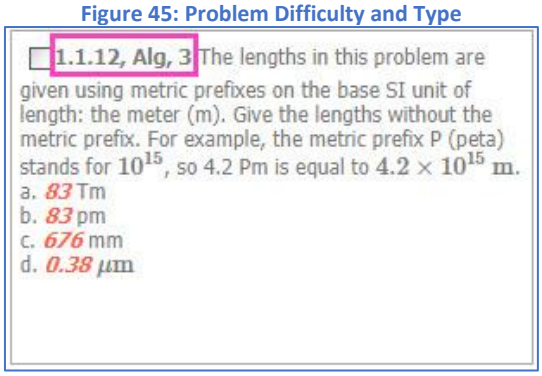
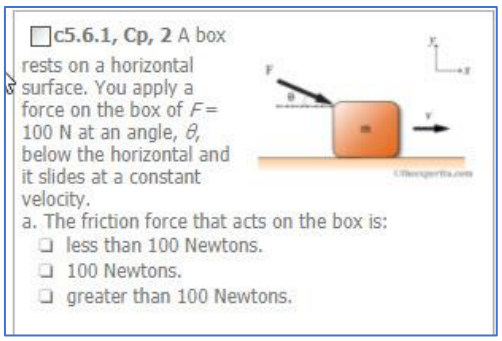
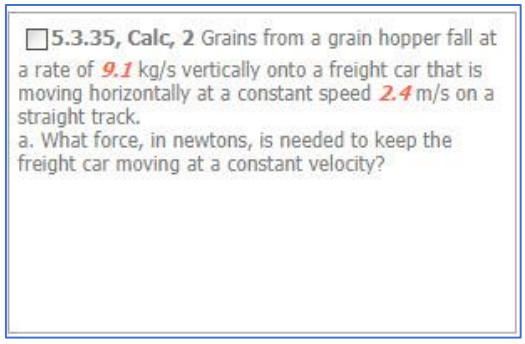
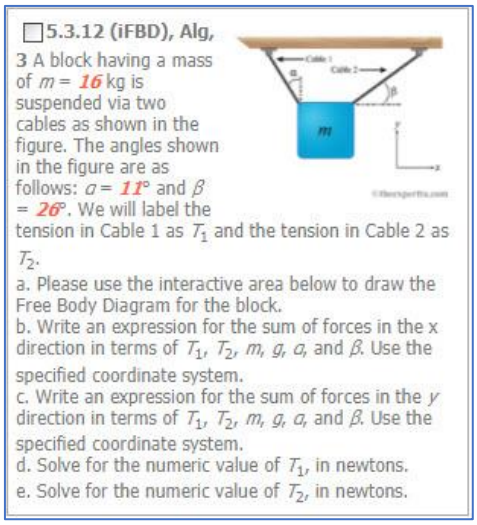
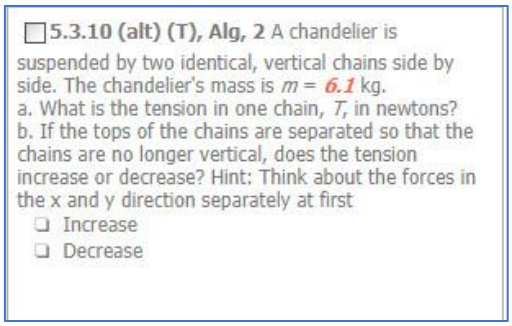


Figure 46: Examples of Problem Difficulty and Type









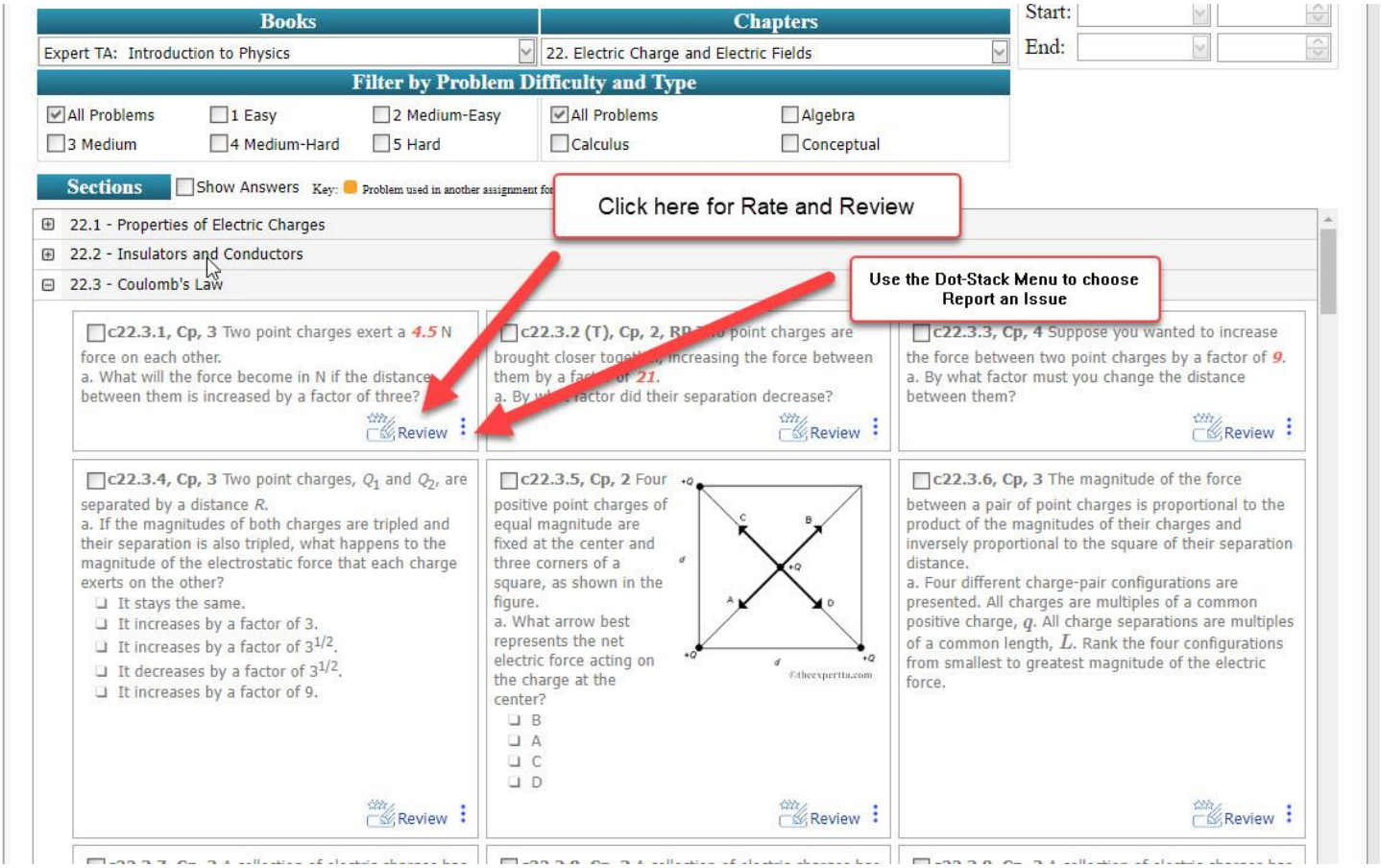
In Figure 46, you can see some of the other Problem Types. Free body diagrams are designated by (iFBD). If you see an (alt) by the problem name, this indicates an alternate version of a problem.

Rate and Review Problems

We want to make it easier for you to provide us with feedback about the questions in our system. In the Assignment Editor, as you browse the catalog of questions you will see there are two separate areas for this – Rate and Review & Report an Issue.

- **Rate and Review**: This feature is designed to solicit feedback about a given problem that is intended to be shared with other instructors via the assignment editor. Once vetted by the Expert TA team, these rating values (1 to 5 Stars) and review comments will be visible for each problem as other instructors create assignments. Please do NOT use "Rate and Review" to report errors, misspelled words, etc. Errors like that should be communicated via the "Report an Issue" feature.
- **Report an Issue**: If there is an error in a problem, please use this option as a way to report that error to us to be corrected. You can also contact your account manager with this issue if the issue has affected your students and immediate attention is required.

Figure 47: Rate and Review in Assignment Editor

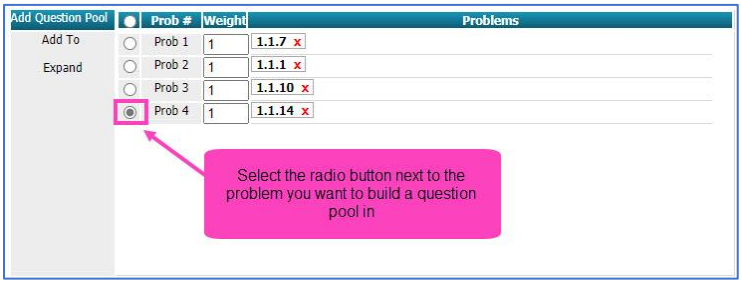


Creating Question Pools

Each problem you add to your assignment can also become a question pool, or a set of potential questions from which students taking the assignment will receive only one, randomly assigned problem. To create a question pool, first add problems to your assignment (Figure 48).

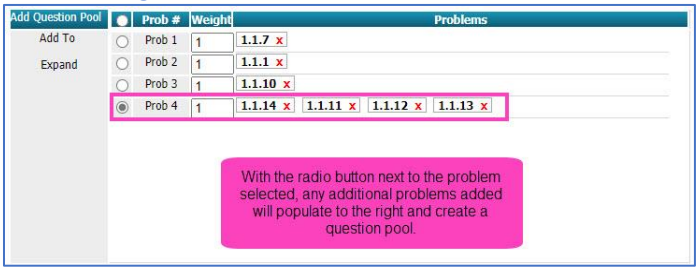
Figure 48: Add Questions to Assignment

Figure 49: Select the Radio Button Next to the Problem



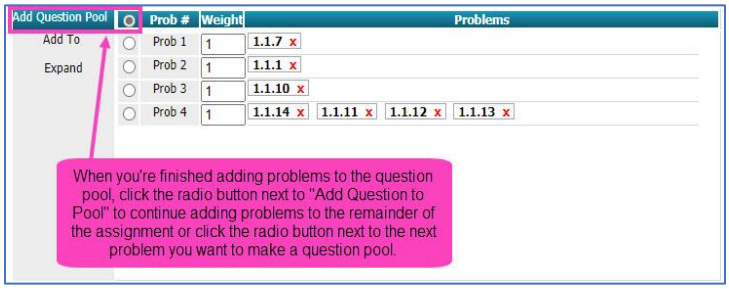
Next, select the problem from which you wish to build a question pool using the radio button to the left of the problem (Figure 49).

Figure 50: Add Problems to the Question Pool



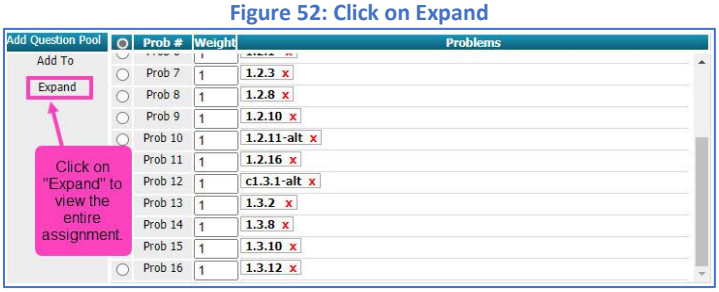
Now you can select additional problems that will begin populating to the right of the selected problem (Figure 50).

Figure 51: Finish the Question Pool



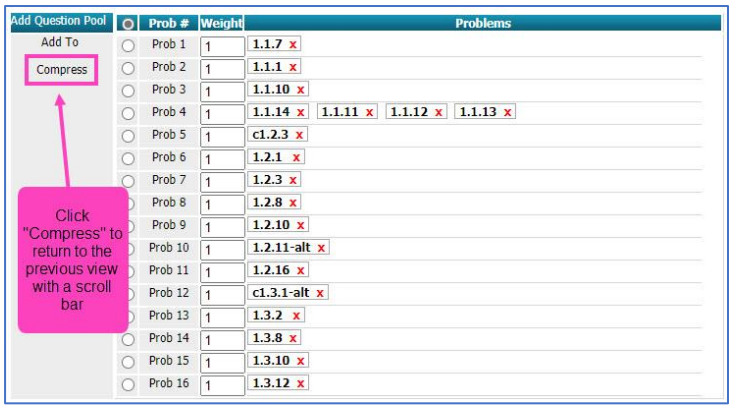
When you are finished adding problems to a question pool, simply select the radio button to the right of ***Add Question Pool*** (Figure 51) to continue adding additional problems under the last problem or pool, or select the radio button next to another problem number to create another question pool.

Figure 52: Click on Expand



The ***Problems*** area will display ten problems at once by default. If your assignment has more than ten problems, you can use the scroll bar on the right to move up and down or you can click on ***Expand*** under ***Add Question Pool*** (Figure 52) to see an expanded view of the assignment

Figure 53: Click on Compress



where all the problems can be seen at once (Figure 53). To return to the previous collapsed view, click on ***Compress***.

Changing the Problem Order and Deleting a Problem

The ***Problems*** area on the ***Assignment Edit/Create*** screen adds problems in the order they were selected. You can change the order by clicking and holding the left mouse button on the problem number to drag the problem where you want it.

Figure 54: Moving a Problem

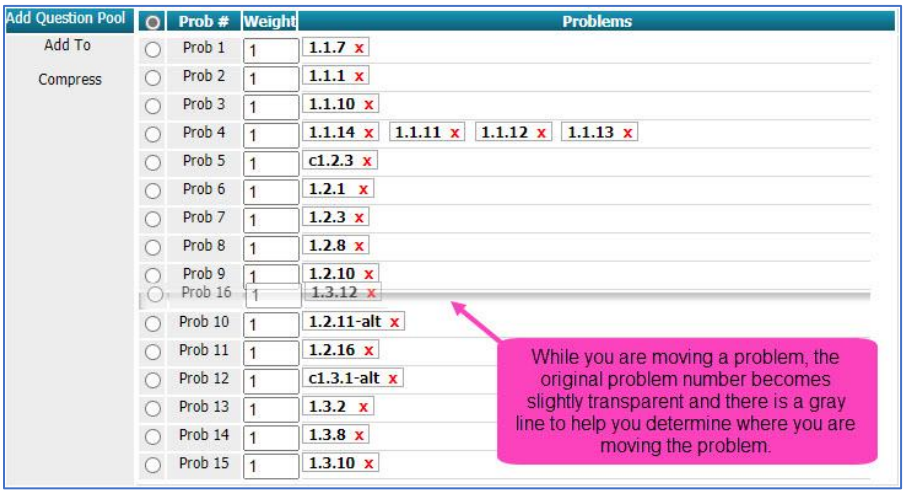
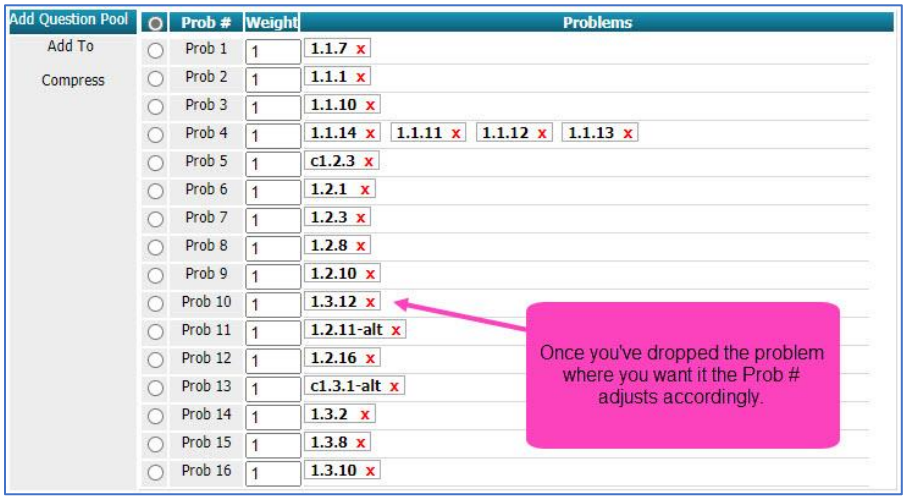
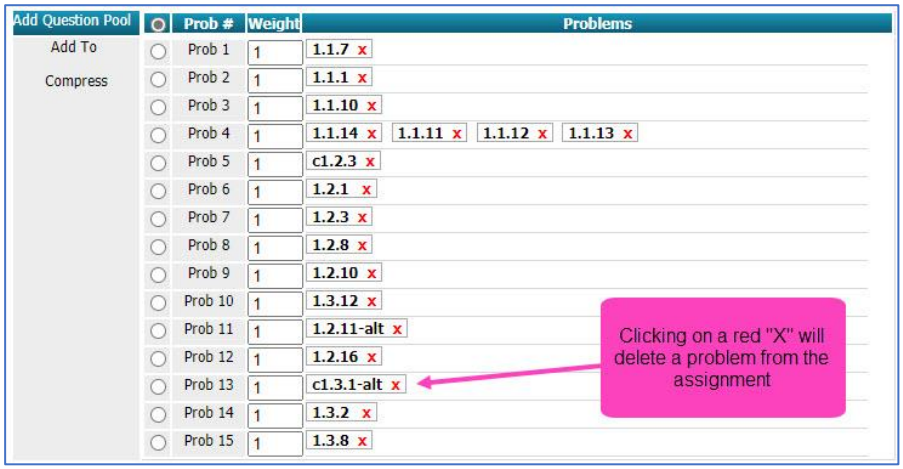


Figure 55: Problem Move Complete



Once you have moved the problem where you want, let go of the left mouse button to drop it in place and the problem numbers will adjust accordingly. For example, in Figure 53, there are 16 problems in the assignment. Figure 54 shows Prob 16 or question 1.3.12 slightly transparent and with a gray line moving up and Figure 55 shows that question 1.3.12 is now Prob 10.

Figure 56: Delete a Problem

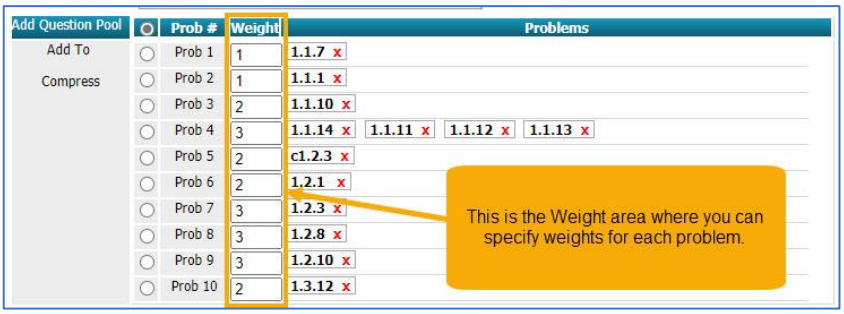


To delete problems in an assignment, click on the x next to the question number. Figure 56 shows that Prob 16 has been removed from the assignment.

Setting Problem Weights

Next to each selected problem, is the ***Weight*** area, where you can specify the weights for each problem (**Figure 57**). By default, all problems have a weight of one and they all count equally. The schema in Expert TA is that of a standard weighted average; the average is calculated by summing each problem grade times the weight, and that sum is divided by the sum of the weights.

Figure 57: Setting Problem Weights



Sum of Problem Weights as Assignment Weight: ***(New Feature Fall 2022)***

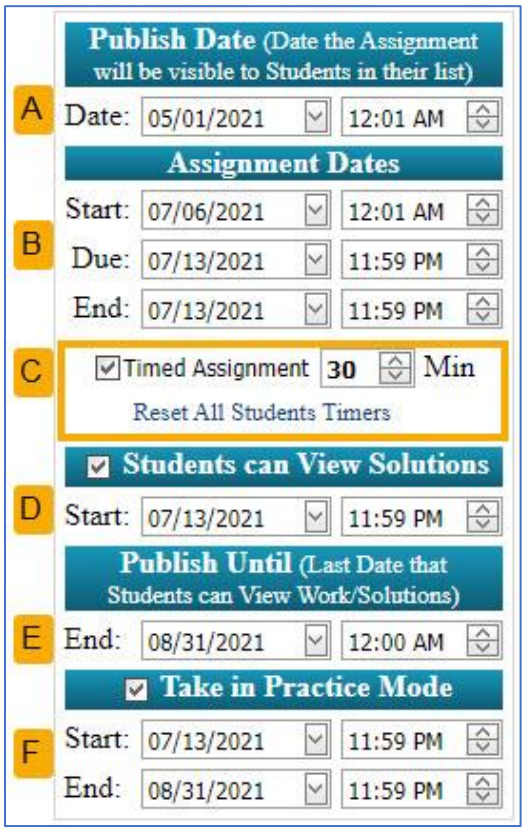
Instructors can now automatically display the sum of the problem weights as the total assignment value by selecting a new option when creating an assignment.

Click here for a video walk through of this new feature.

Specify Assignment Availability Dates

Next, you will need to set the dates for the assignment. To enter the dates simply key in the date and time or use the convenient drop-down calendar or up/down arrows. A detailed explanation of what each date does is below.

Figure 58: Assignment Availability Dates



A. **Publish Date** – This is the date the assignment will be visible to the students.

B. **Assignment Dates** –
   a. **Start Date** – Date students can begin to enter work on an assignment
   b. **Due Date** – Date an assignment is due.
   c. **End Date** - If you accept late work, you can set this date to occur for a time after the due date and the student will be able to continue working on the assignment for reduced credit. Deductions for late work can be set in **Grade Preferences**.
   Note: Due Dates can be changed if no students have submitted answers for that assignment.

C. **Timed Assignment** – When enabled, by clicking the checkbox, students are allowed the set amount of time to complete an assignment once opened. This time can be adjusted by the minute by either entering in a number or by using the up/down arrows.
   a. **Reset All Students Timers** – click on this to reset the timers for the whole class (see **Timing an Assignment** for more details).

D. **Students can View Solutions** – This is an optional setting that allows students to view the solutions to the assignment problems. See **Viewing Assignment Solutions**.

E. **Publish Until** – Last date an assignment is visible to the students where they can see the contents of an assignment, including their work.

F. **Take in Practice Mode** – Dates in which the student can take the assignment for practice. (See **Take in Practice Mode**)

Note: Keep in mind that 12:00AM is the first minute of the day. The program will not allow you to have an end date before the due date because it would cause the assignment to be inaccessible to the students. Instead, the program will automatically change the due date to match the end date.

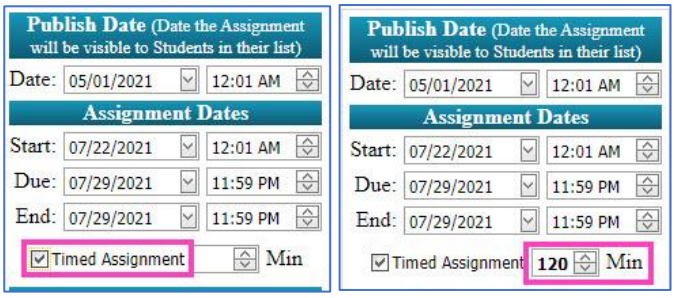
Timing an Assignment

There are situations, like quizzes or exams, that you may want to set a limit on the amount of time allowed on an assignment (Figure 59).

To set time on an assignment:

1. click on the box next to ***Timed Assignments***
2. then specify how many minutes the students will be allowed to complete it by typing a number from 1 to 999 in the box or by using the up/down arrows to change the number.

Figure 59: Set Time on an Assignment



If the timer on an assignment needs to be reset for the whole class, you can click the ***Reset All Students Timers*** under ***Timed Assignment*** (Figure 60). When you click on ***Reset All Students Timers***, you will receive a pop-up message asking if you are sure you want to reset the timers for all students. Click on ***OK*** to continue resetting the timers or click ***Cancel*** to return to the ***Assignment Edit/Create*** screen. If you click ***OK,*** you will also receive a confirmation that the timers have been reset (Figure 61).

Figure 60: Reset All Students Timers

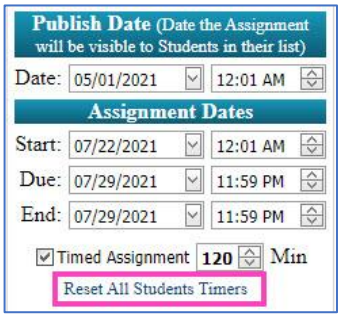
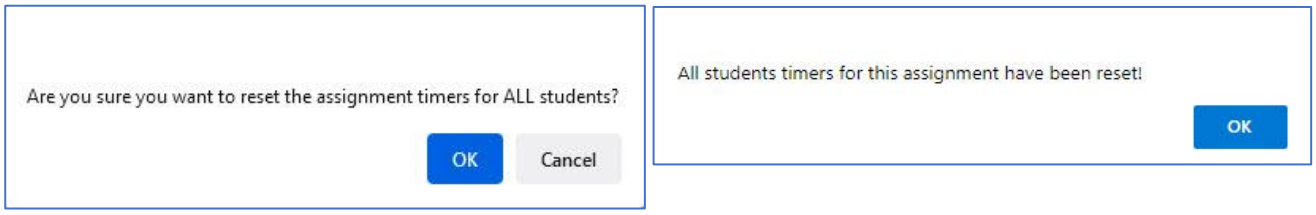
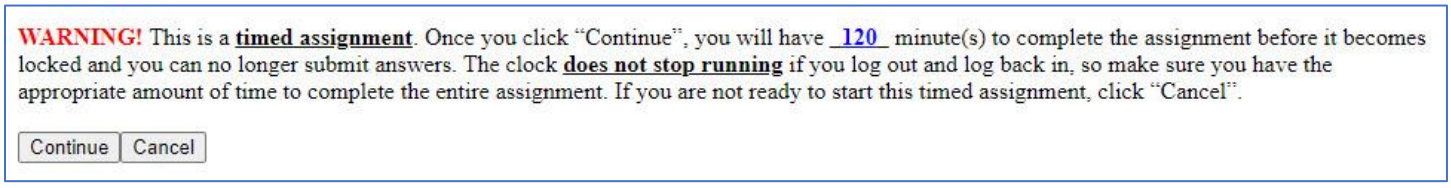


Figure 61: Reset All Students Timers Warning



When an assignment is timed, the student will receive a warning when they open the assignment (Figure 62). This warning tells them how many minutes they have to complete the assignment. It also advises them that the clock does not stop running if they log out and log back in. They will have to click on ***Continue*** to start the assignment or ***Cancel*** to go back to the ***Class Management*** page.

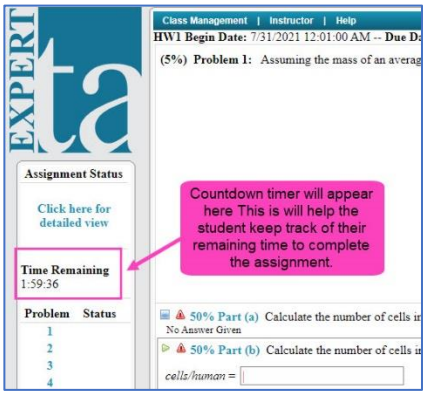
Figure 62: Timed Assignment Warning for Student



When the student enters the timed assignment, there is a countdown timer on the left side of the assignment that allows them to keep track of their remaining time (Figure 63).

If you have individual students who require more time on a specific assignment, you can adjust their time allowance (see Manage Extensions for a Student for more information). If you have students that require more time on every assignment, see Students with Disabilities section.

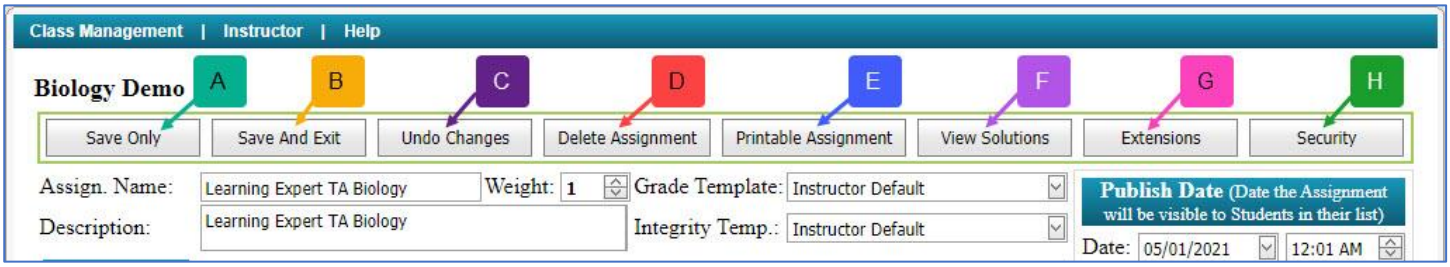
Figure 63: Student Timer



Assignment Action Buttons

The assignment action buttons are located at the very top of the ***Assignment Create/Edit*** screen and have been defined in Figure 64 below.

Figure 64: Assignment Action Buttons

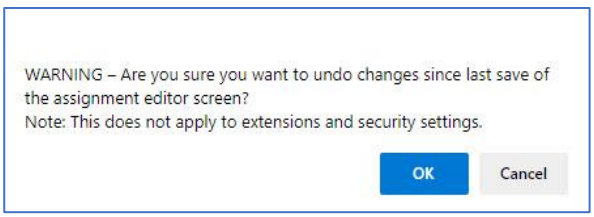


A. ***Save Only*** – Saves current settings and problems in the assignment
B. ***Save and Exit*** – Saves current settings and problem in the assignment and exits the Create/Edit Assignment screen.
C. ***Undo Changes*** – Used to undo changes on assignment since it was last saved
D. ***Delete Assignment*** – This button will delete the assignment. Warning: All associated assignment problem and grade data will also be deleted. Be extra cautious about using this option as it cannot be undone. (See Delete Assignment)
E. ***Printable Assignment*** – This button will open a printable version of the assignment in a new tab. (See View Printable Assignments)
F. ***View Solutions*** – This button will open the solutions to the assignment in a new tab. (See Viewing Assignment Solutions)
G. ***Extensions*** – Allows you to set up extensions for individual students. (See Manage Extensions for a Student)
H. ***Security*** – Allows you to set up security options for the assignment. (See Assignment Security Options)

Saving and Exiting

To save your assignment, at any time without exiting the screen, click on the ***Save Only*** button. To save your assignment and return to the ***Class Management*** page, click on the ***Save and Exit*** button. If you leave the assignment without using either method of saving, you will see a pop-up message advising that your changes may not be saved (see Figure 65). Click on ***Leave*** to continue exiting without saving or click ***Cancel*** to return to the assignment to save your changes.

Figure 66: Undo Changes Warning



Undo Changes

The ***Undo Changes*** button is used to undo any changes made since the assignment was last saved. When you click on the ***Undo Changes*** button, a pop-up box will appear with a warning seen in Figure 66. Click ***OK*** to continue with undoing the changes or ***Cancel*** to return to the assignment without any changes.

Editing an Assignment

After creating and saving an assignment, you will need to update various parts of the assignment from time to time.

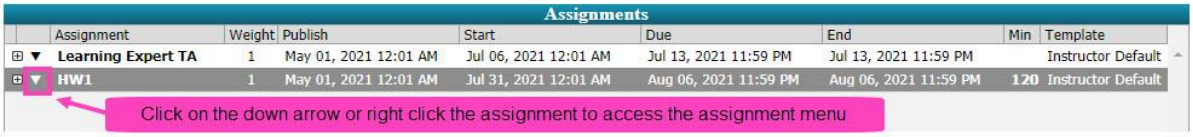
To edit an assignment:

1. Select your class from the ***Classes*** drop-down menu (see Figure 67).
   Reminder: If you only have one class it will already be selected for you.

Figure 67: Select Your Class

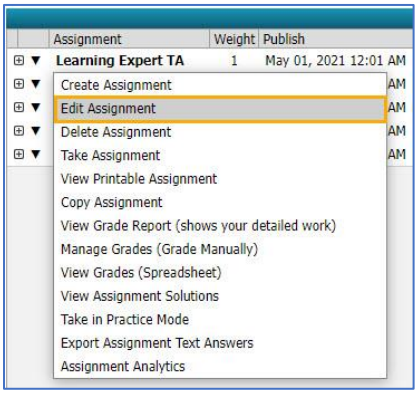
2. Click on the down arrow next to the assignment or right click on the assignment (see Figure 68)

Figure 68: Accessing the Assignment Menu



3. Select ***Edit Assignment*** from the assignment menu (Figure 69).

Figure 69: Edit Assignment



This will take you to the same window you used to create the assignment (Figure 70) and where you can now you can make any changes you like to the assignment.

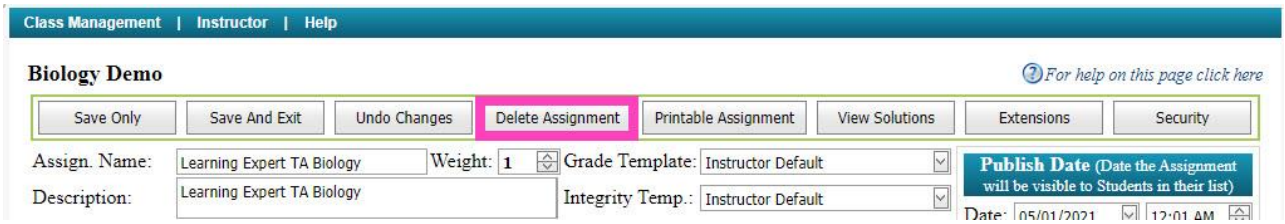
Figure 70: Assignment Edit/Create Window

Deleting an Assignment

Warning: All associated assignment problem and grade data will also be deleted. Be extra cautious about using this option, as it **cannot be undone**.

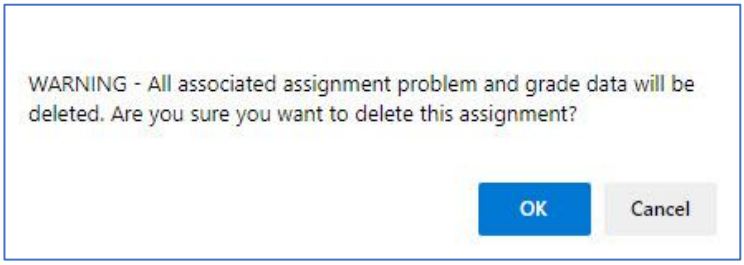
To delete an assignment, click on the ***Delete Assignment*** button located in the middle of the top row in the ***Assignment Edit/Create*** window (Figure 71).

Figure 71: Delete Assignment Button



When you click on the ***Delete Assignment*** button you will receive a pop-up window with a warning (Figure 72). To continue deleting the assignment click on ***OK*** or click on ***Cancel*** to return to the assignment without deleting.

Figure 72: Delete Assignment Warning



Rate and Review Problems

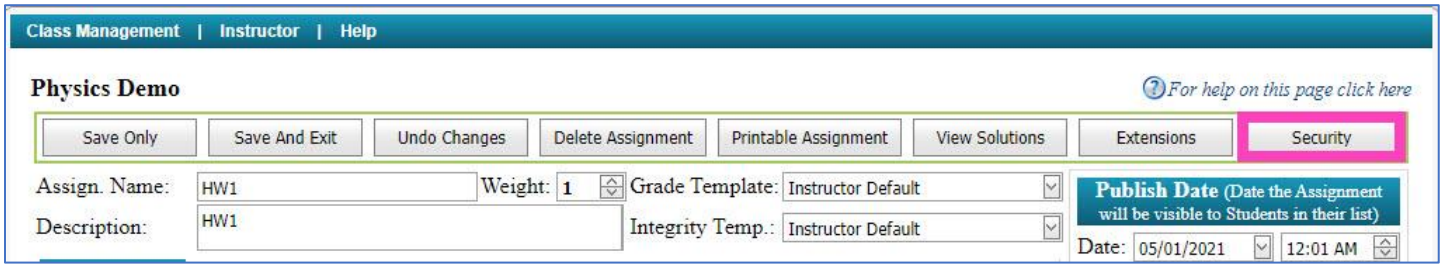
We want to make it easier for you to provide us with feedback about the questions in our system. In the Assignment Editor, as you browse the catalog of questions you will see there are two separate areas for this – Rate and Review & Report an Issue.

- **Rate and Review**: This feature is designed to solicit feedback about a given problem that is intended to be shared with other instructors via the assignment editor. Once vetted by the Expert TA team, these rating values (1 to 5 Stars) and review comments will be visible for each problem as other instructors create assignments. Please do NOT use "Rate and Review" to report errors, misspelled words, etc. Errors like that should be communicated via the "Report an Issue" feature.
- **Report an Issue**: If there is an error in a problem, please use this option as a way to report that error to us to be corrected. You can also contact your account manager with this issue if the issue has affected your students and immediate attention is required.

Assignment Security Options

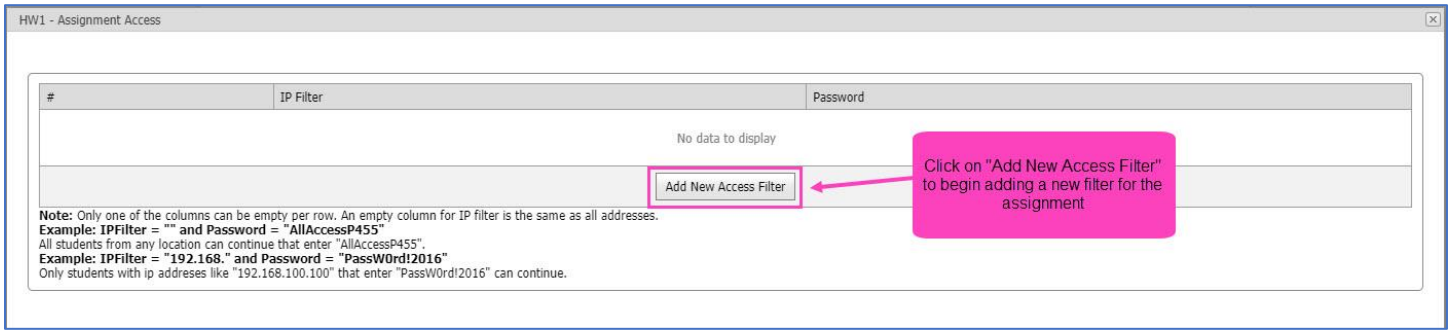
Expert TA provides two security options for assignments that can be used together or separately, password protection and IP filtering. To access the assignment security area, click the ***Security*** button on the far right of the top row in the ***Assignment Edit/Create*** window (Figure 73).

Figure 73: Security Button



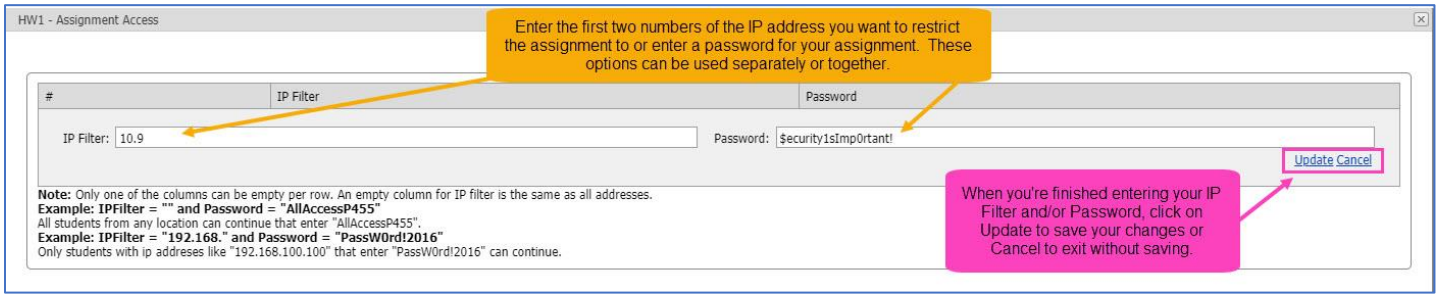
When you click on the ***Security*** button, a pop-up window will appear with an ***Add New Access Filter button*** (Figure 74).

Figure 74: Add New Access Filter



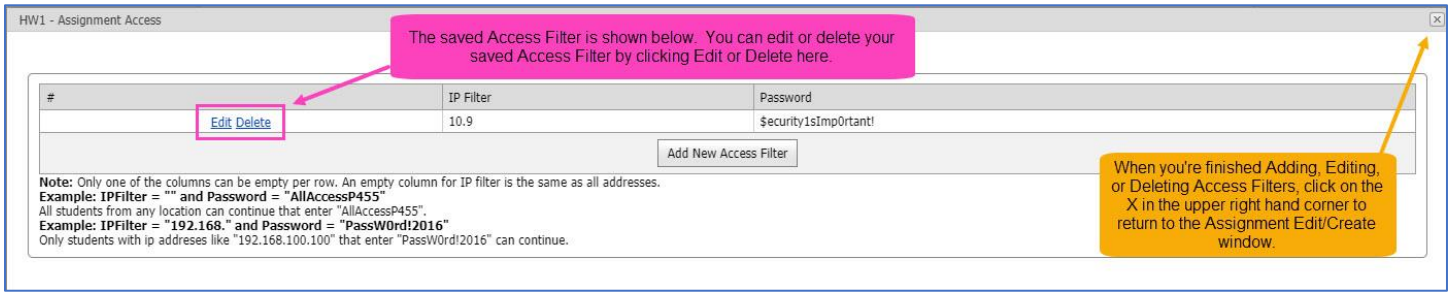
After you click on the ***Add New Access Filter*** button, the window will display two fields ***IP Filter*** and ***Password*** (Figure 75). These options can be used separately or together by simply filling in one or both fields and clicking on ***Update*** to save your settings or ***Cancel*** to discard the settings.

Figure 75: Access Filter



After clicking on ***Update***, you will see the filter settings listed. You can edit the filter by clicking on ***Edit*** or delete the filter by clicking ***Delete***. When you are finished click on the ⊠ in the upper right-hand corner to return to the ***Edit/Create Assignment*** window.

Figure 76: Completed Access Filter

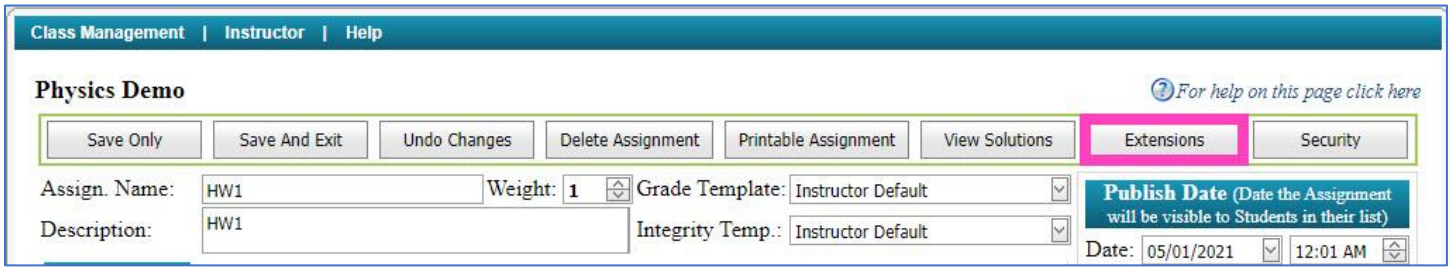


Managing Extensions for a Student

An assignment can be extended by changing the ***Due Date*** on the ***Assignment Edit/Create*** screen if no students have submitted answers for that assignment. Once a student has submitted answers to the assignment, you will need to add an extension for each student that needs additional time to complete the assignment.

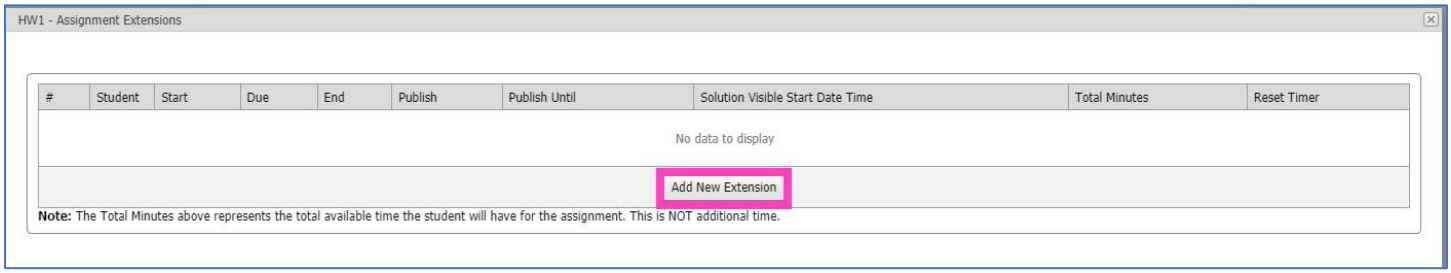
To add or manage extensions for a student click on the ***Extensions*** button on the ***Assignment Edit/Create*** screen (**Figure 77**).

Figure 77: Extensions Button



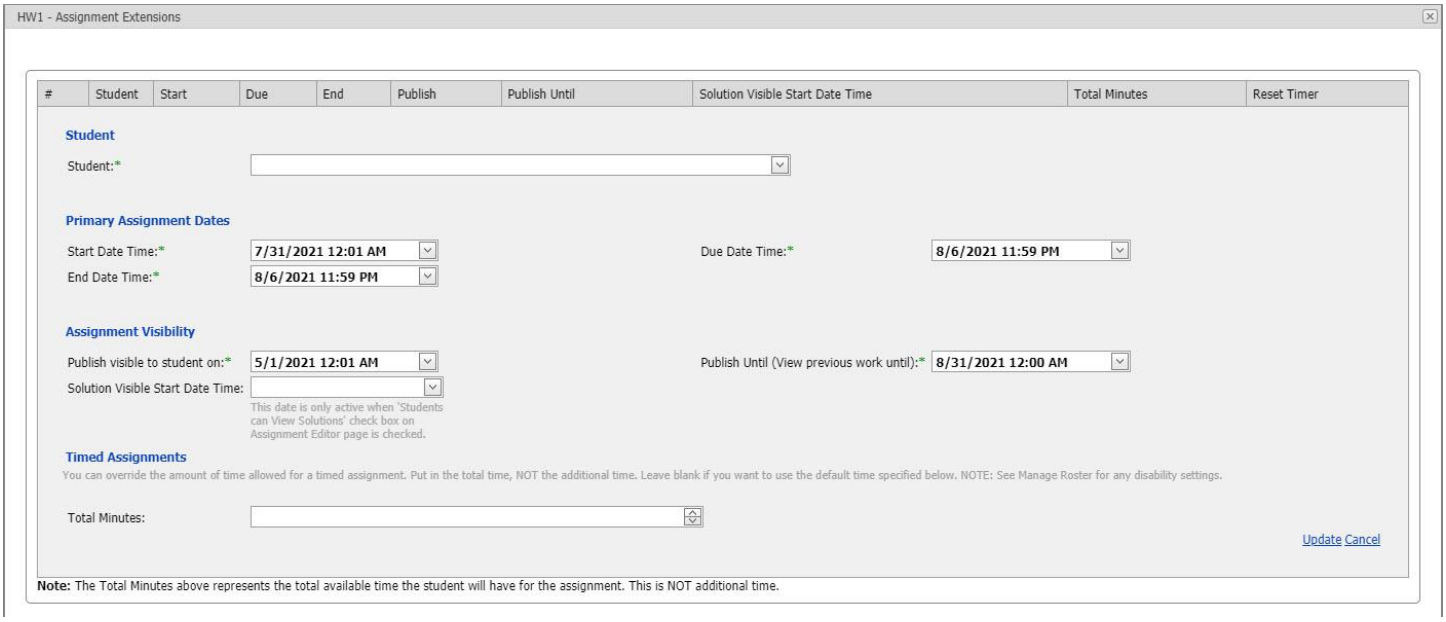
When you click on the ***Extensions*** button a pop-up window will appear, like the one in **Figure 78**. Click on ***Add New Extension*** to begin adding an extension.

Figure 78: Add New Extension



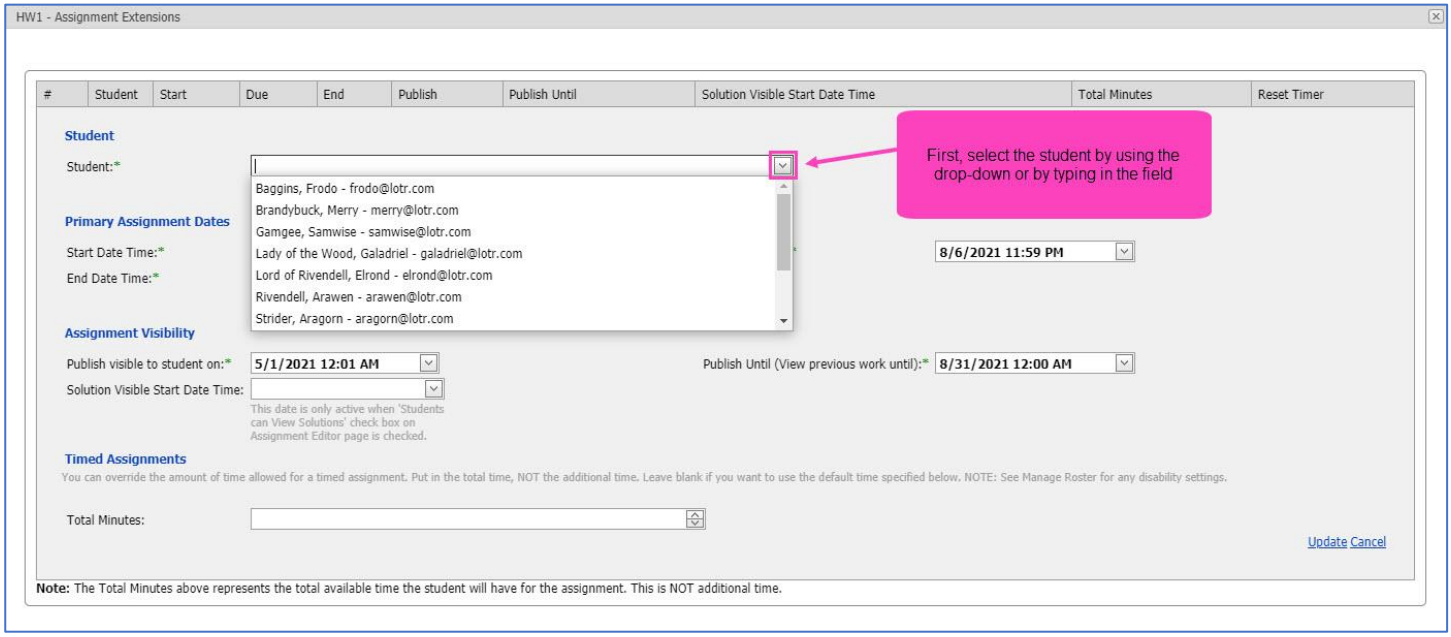
After clicking on the ***Add New Extension***, the window will change to allow you to enter an extension (**Figure 79**).

Figure 79: Enter an Extension



1. First, select the student's name by using the drop-down or by typing in the field (**Figure 80**).

Figure 80: Select the Student



2. Next, change the assignment dates as needed by typing in the box or using the drop-down (**Figure 82**). The drop-down will produce a calendar to help you in your date selection (**Figure 81**).

Figure 81: Date Selection Calendar

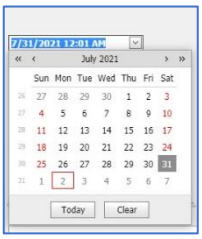
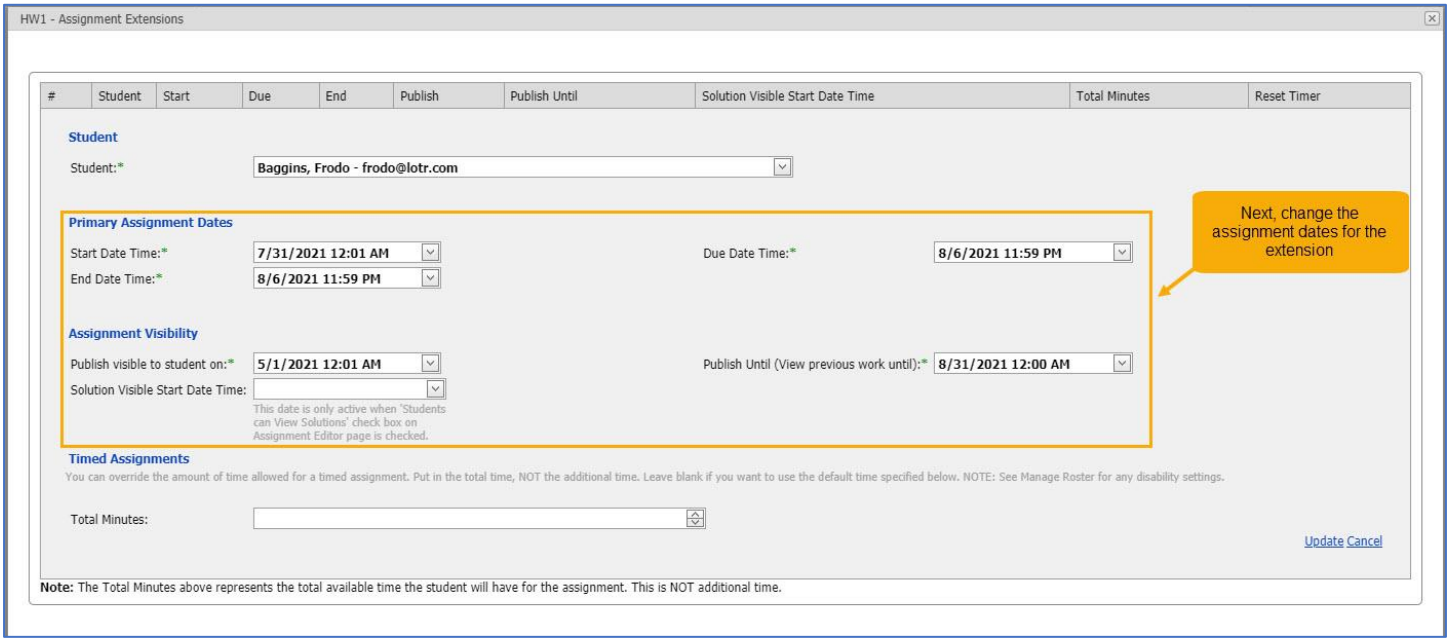


Figure 82: Change the Dates

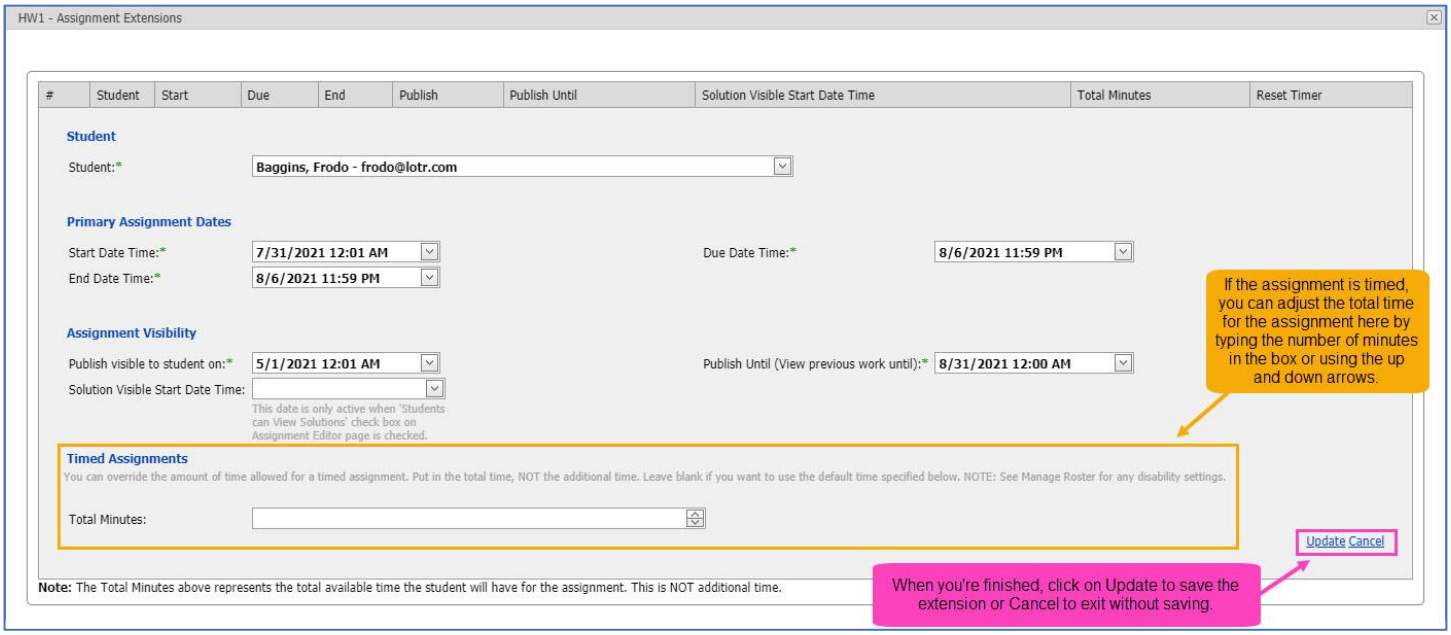


3. If the assignment is timed, you can adjust the total minutes allowed under ***Timed Assignments*** (Figure 83).

   Note: This represents the total amount of time available to the student for the assignment. This is not additional time.

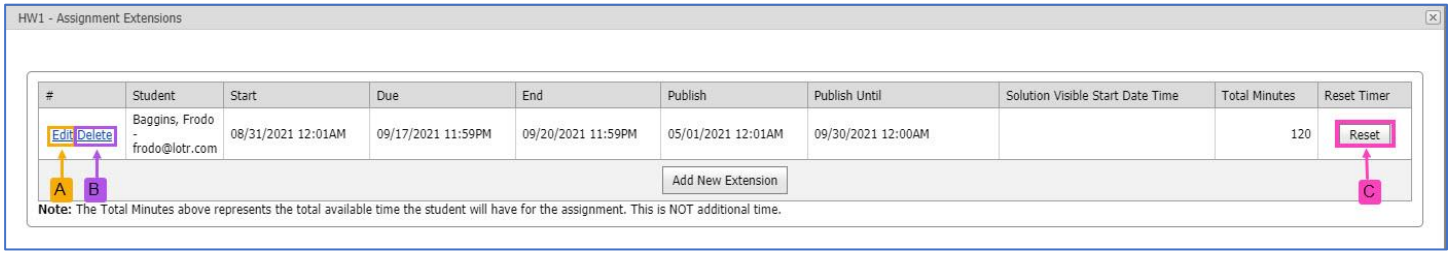
4. Lastly, to save your settings click ***Update*** or click ***Cancel*** to exit without saving.

Figure 83: Complete Extension



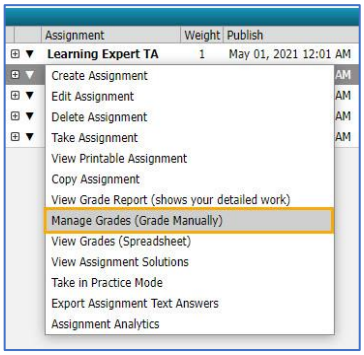
After clicking on ***Update***, you will return to the ***Add New Extension*** screen but now you will see the extension settings displayed (**Figure 84**). When you are finished click on the ☒ in the upper right-hand corner to return to the ***Assignment Edit/Create*** screen.

Figure 84: Extension Screen



A. ***Edit*** – Allows you to edit an extension
B. ***Delete*** – This will delete the extension permanently
C. ***Reset*** – This will reset the timer for the extension.

Figure 85: Manage Grades (Grade Manually)



You can also create an extension for a student from the manual grading screen of the assignment. To access the manual grading screen, click on the arrow next to the assignment or right click the assignment and then select ***Manage Grades (Grade Manually)*** (see **Figure 85**).

Select the student's name from the leftmost column and then click ***Create*** (see **Figure 86**).

Figure 86: Create an Extension in Manual Grading screen of an Assignment

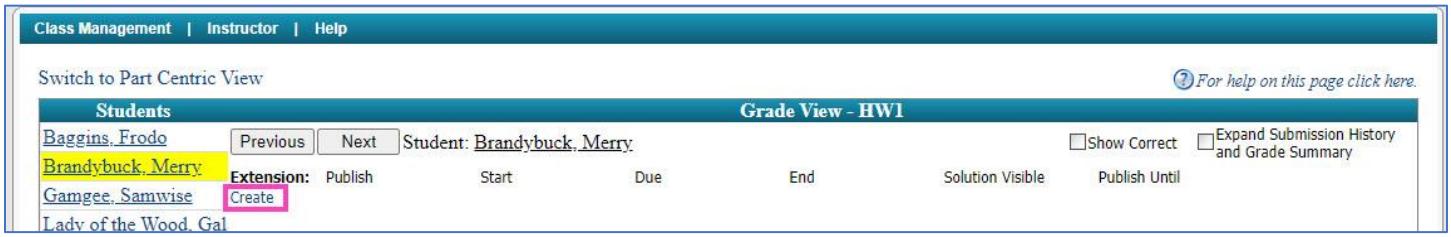
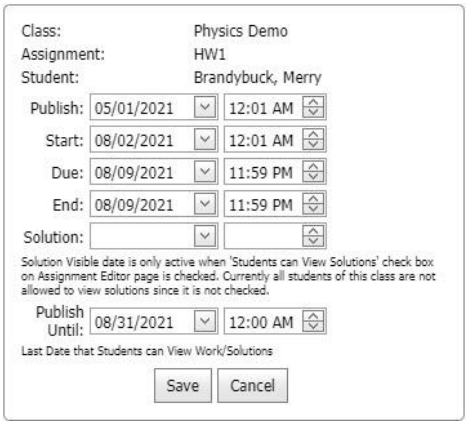


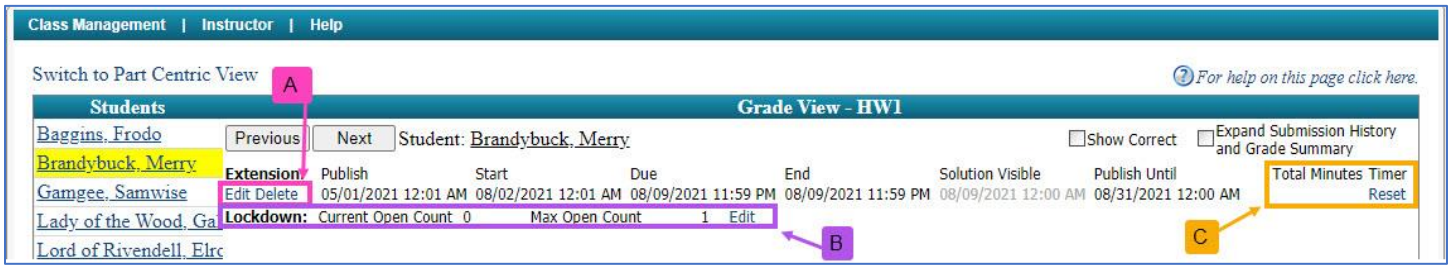
Figure 87: Add an Extension from the Manual Grading screen



Once you click ***Create***, a pop-up window will appear that will allow you to create an extension (**Figure 87**), similarly to how it is done through the ***Edit/Create Assignment*** screen. Make any date and/or time adjustments and click ***Save*** to save the extension or ***Cancel*** to return to the manual grading screen without saving.

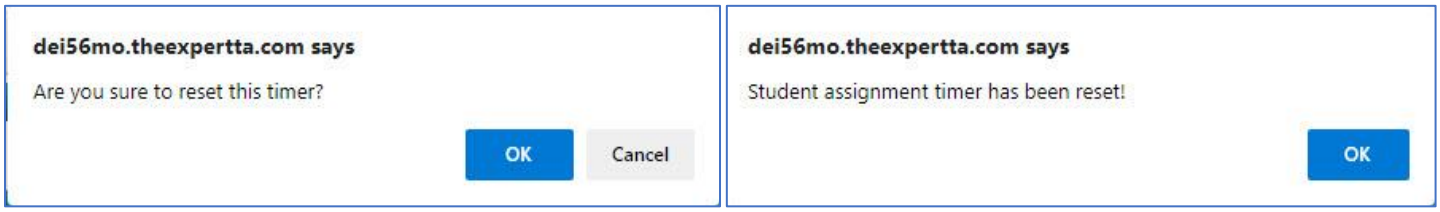
After the extension is saved, you will see the details of the extension from the ***Manual Grading*** screen (see **Figure 88**).

Figure 88: Editing an Extension in the Manual Grading screen



A. Click ***Edit*** to update the extension or ***Delete*** to remove the extension
B. The ***Lockdown*** area is only available if the assignment template has the ***Respondus Lockdown Browser*** enabled. It shows how many times the student has opened the assignment and how many times the assignment is allowed to be opened. The ***Max Open Count*** can be adjusted for the individual student by clicking on ***Edit*** here. See **Respondus Lockdown Browser** for more information on this feature.
C. The ***Total Minutes Timer*** is only visible when a timer has been set on the assignment (see **Timing an Assignment**). The ***Reset*** will reset the assignment timer for the student. After clicking on ***Reset***, you will see a pop-up message to confirm that you want to reset the student timer (**Figure 89**). Click ***OK*** to reset the timer or ***Cancel*** to return to the ***Manual Grading*** screen. If you click ***OK***, you will see a pop-up message confirming the timer was reset.

Figure 89: Reset Timer Pop-Up Messages



Assignment and Problem Level Notifications

(New Feature Fall 2022) This feature allows you to send messages to your class that displays at the time they open an assignment or view a specific problem included in the assignments. While taking an assignment, students will see the main Assignment message at the top of the Take Assignment area and problem messages will show in Pop-ups as they access each problem.

Please watch the following in-depth video for a detailed tour of this new functionality.

Assignment and Problem Level Notifications Overview Video

Grade Preference Templates

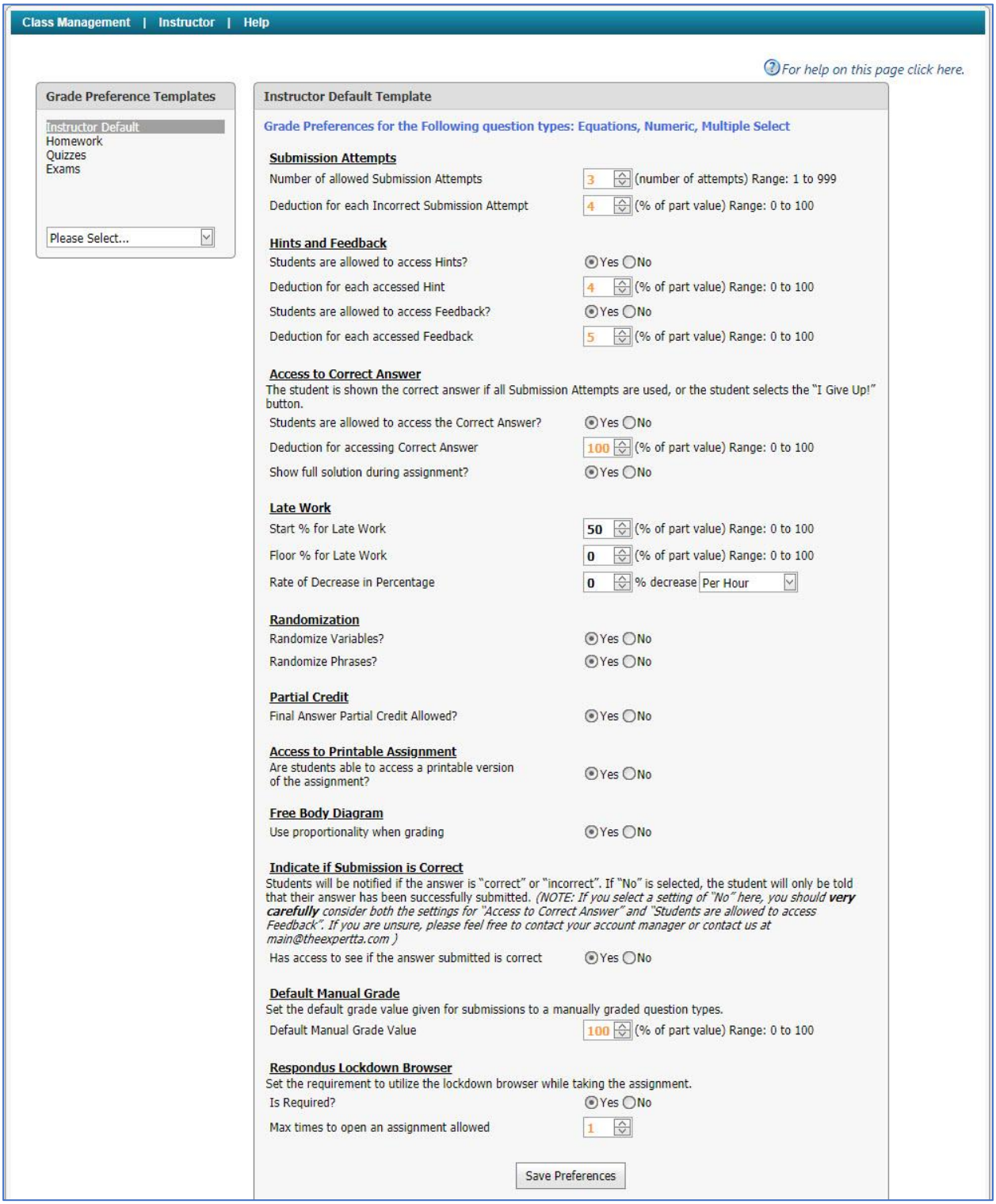
Warning: Grade templates are not assignment specific. Making changes to a grade template will apply the change to every assignment the template is assigned to. It is **NOT** recommended that you change grade templates or modify a grade template on an active assignment (between the start date and due date when students can enter answers to problems) because it can cause unexpected results. If you wish to modify a grade template for a specific assignment, it is recommended that you create a new grading template and apply it to the assignment before the start date.

The ***Grade Preferences*** area can be found by hovering over ***Instructor*** in the blue bar at the top of the screen (**Figure 90**).

Figure 90: Grade Preferences

After clicking on Grade Preferences, you will be presented with the screen in **Figure 91**.

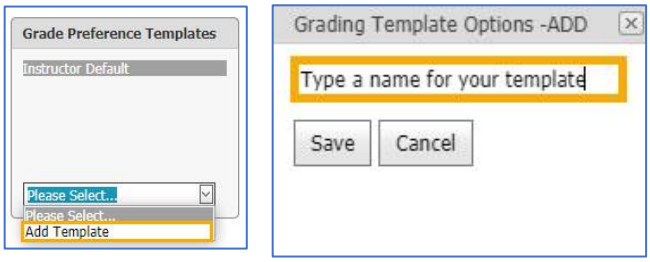
Figure 91: Grade Preferences Screen



On the left side of the ***Grade Preferences*** screen is the ***Grade Preference Templates*** panel. This is where you can create grade preference templates for different grading needs (example: quizzes, homework, and exams).

Figure 92: Add a Template

To create a new ***Grade Preference Template***, click on the drop-down menu under ***Grade Preference Templates*** and select ***Add Template*** (Figure 92). Next, a pop-up window will appear where you will enter a name for the new grade template and click **Save** to add it to your ***Grade Preference Templates***. Click ***Cancel*** to return to the ***Grade Preference*** screen without creating a template.



After you have saved the new template name, you will click on that name in the ***Grade Preference Template*** panel to edit your preferences. Below is a description of the available preferences and their functions in the order they appear.

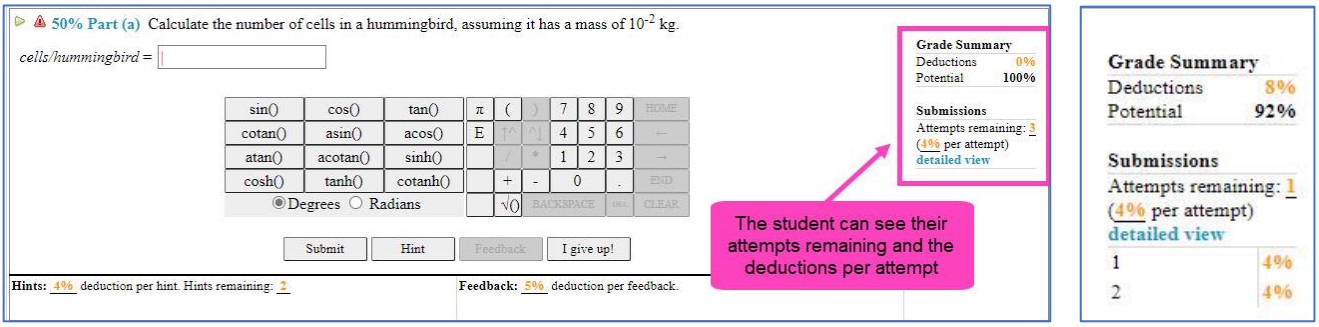
Submission Attempts

This is the number of times the student is allowed to submit incorrect answers to problems on their assignment and their deduction for each incorrect submission (Figure 93). The range for the submission attempts is 1-999 and the range for the deduction for each incorrect submission is 0-100. Both can be adjusted by typing a number in the field or by using the up/down arrows.

Figure 93: Submission Attempts

The student will see their ***Attempts remaining*** and their ***Deductions*** per attempt to the far right in the answer section of their assignment (Figure 94). The ***Attempts remaining*** count down for each incorrect submission. The ***Grade Summary*** at the top shows the student their potential score after the submission deductions and any hints and/or feedback accessed.

Figure 94: Submission Attempts Student View



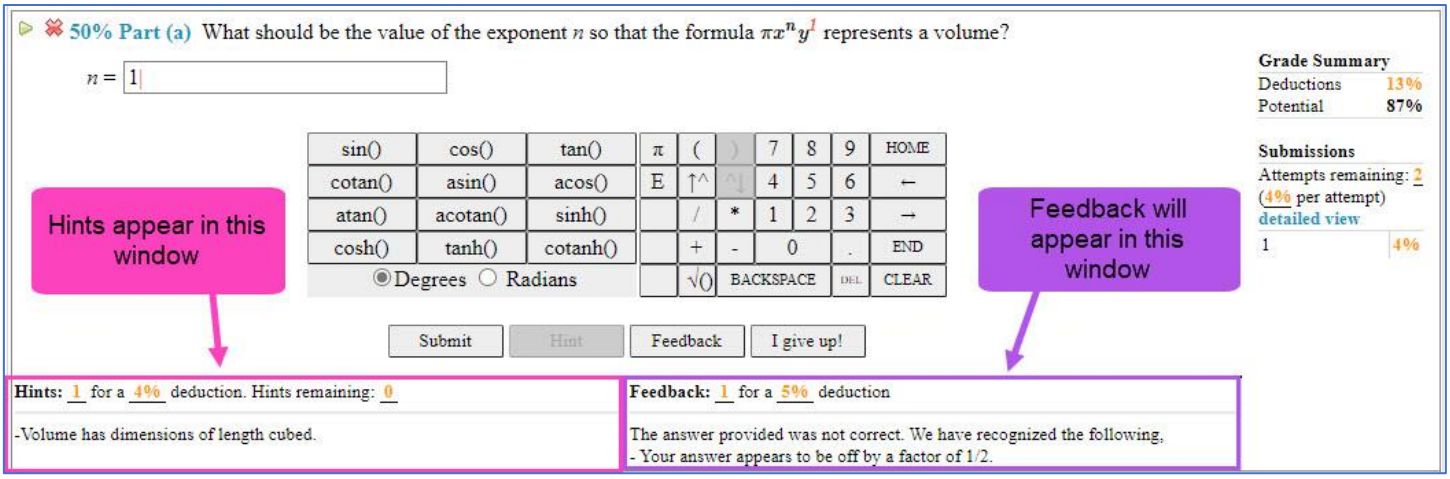
Hints and Feedback

Hints and Feedback are not always available for every question, but you can allow the students to access one or both by clicking the ***Yes*** radio button or prevent them from being used by clicking the ***No*** radio button (Figure 95). If Hints and/or Feedback are allowed, you can also adjust the deduction for accessing a hint or feedback by typing 0-100 in the field or using the up/down arrows.

Figure 95: Hints and Feedback Setting

If available and allowed, the student will see hints and feedback at the bottom of their answer window (Figure 96). The ***Hints*** window and the ***Feedback*** window also show the deduction for accessing them, so the student is aware before they use either option.

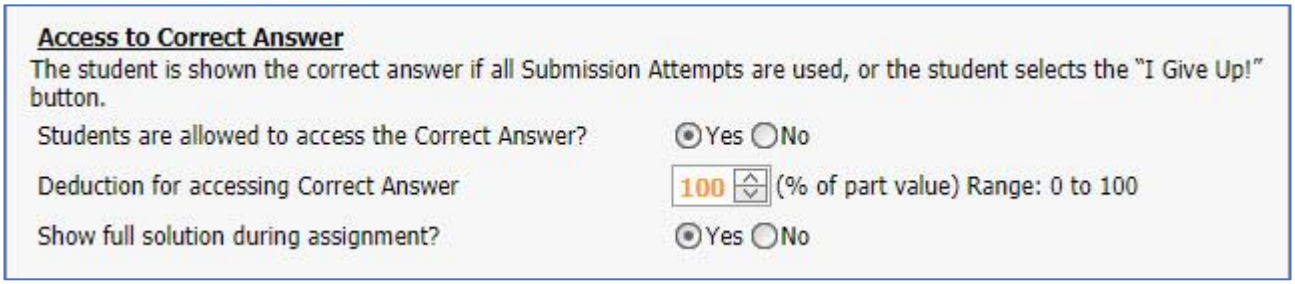
Figure 96: Hints and Feedback Student View



Access to Correct Answer

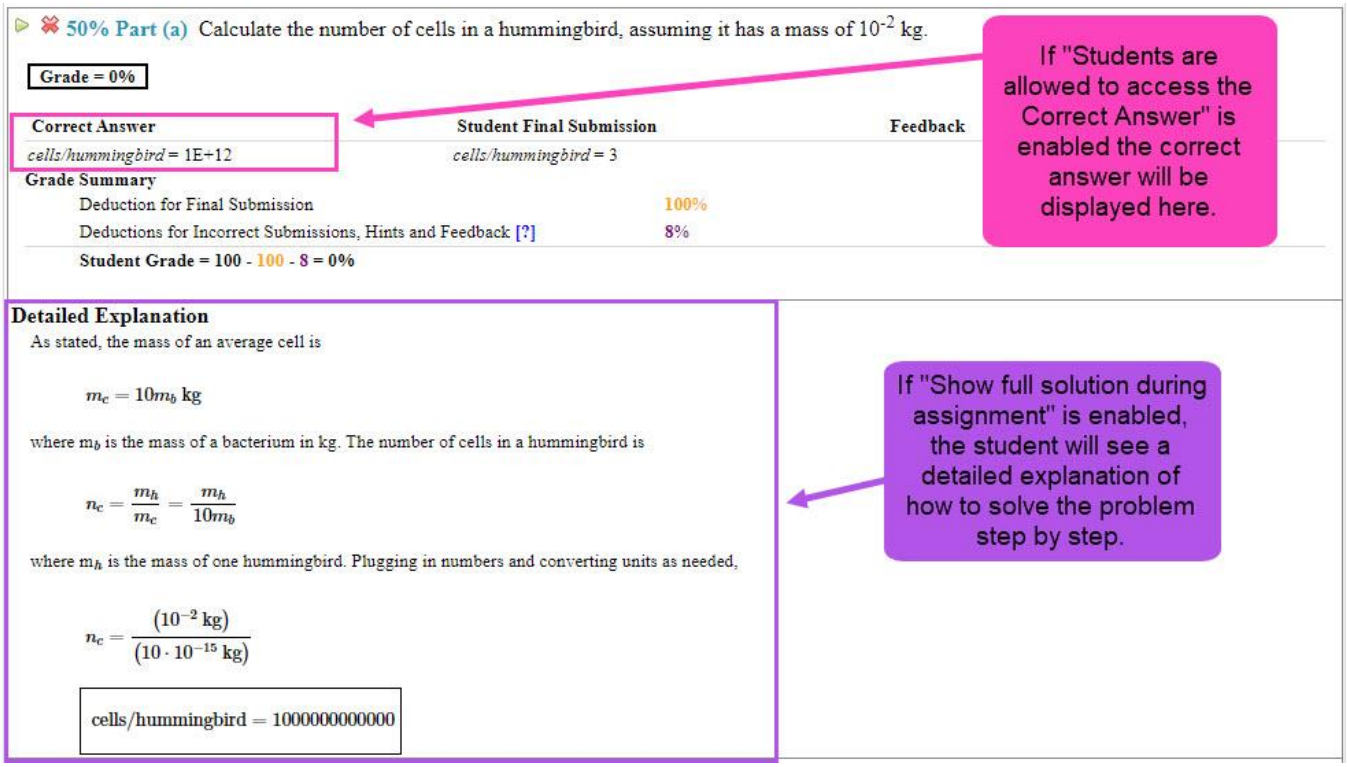
These settings allow the student to see the correct answer and/or the full solution if all the ***Submission Attempts*** are used (see Submission Attempts) or if the student selects the ***I give up!*** button in a problem (Figure 97). These settings can be enabled by clicking the ***Yes*** radio button or disabled by clicking on the ***No*** radio button. The ***Deduction for accessing the Correct Answer*** is a deduction applied when the student uses the ***I give up!*** button for a problem and can be adjusted from 0-100 by typing in the field or using the up/down arrows.

Figure 97: Access to Correct Answer Setting



If ***Students are allowed to access the Correct Answer*** setting is enabled, the students will see the correct answer shown after they have used all their submission attempts or they have clicked on the ***I give up!*** button in their assignment (Figure 98). If ***show full solution during assignment*** setting is enabled, the student will see a detailed explanation of how to solve the problem.

Figure 98: Access to Correct Answer Student View



Grade Preference Override of Tolerance for Numeric Answers

In the grade preferences area you will now see a new section that lets you override the system default of ±3% for numeric answers. Here are some things to note regarding this feature.

The override will only apply to standard questions which are set to have the system default tolerance. Some questions require students to make estimates and therefore have a larger tolerance. Some questions require an exact, or more exact, answer and have a tighter tolerance. The override would not affect either of those cases.

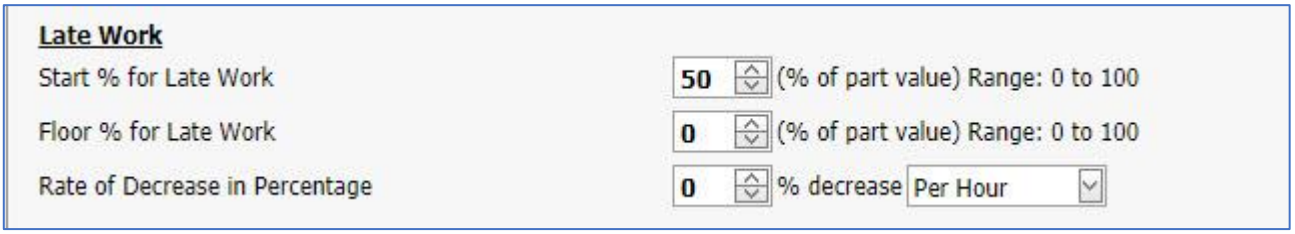
If you want to make the tolerance different in general, for all questions in your assignment, you can use this Grade Preferences feature.

If you need to set a different tolerance for only a single question or select few, you will need to make a copy of the problem using the Problem Authoring area, and change the tolerance only for the questions that you want. If you don't have an authoring account yet, please contact your account manager.

Late Work

If you want to accept late work, you will need to change the ***End*** date to a date after the ***Due*** date (see **Specify Assignment Availability Dates** for more information). Late work deduction percentages can be adjusted by typing a number from 0-100 in the field or by using the up/down arrows (**Figure 99**).

Figure 99: Late Work Deduction Settings



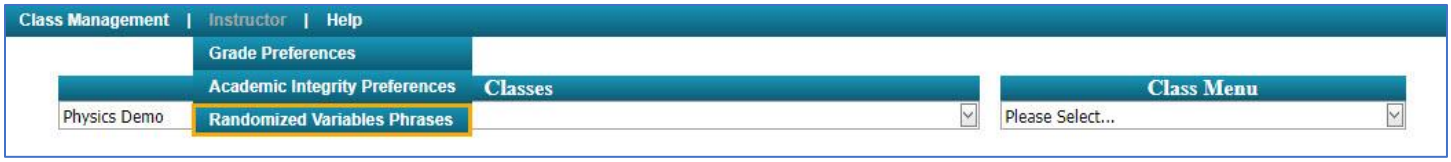
Randomization

This setting helps prevent cheating by allowing you to search what randomized variable(s) and/or phrase(s) a student received on a problem in an assignment. To enable click on the ***Yes*** radio button or click on the ***No*** radio button to disable (**Figure 100**).

Figure 100: Randomization Setting

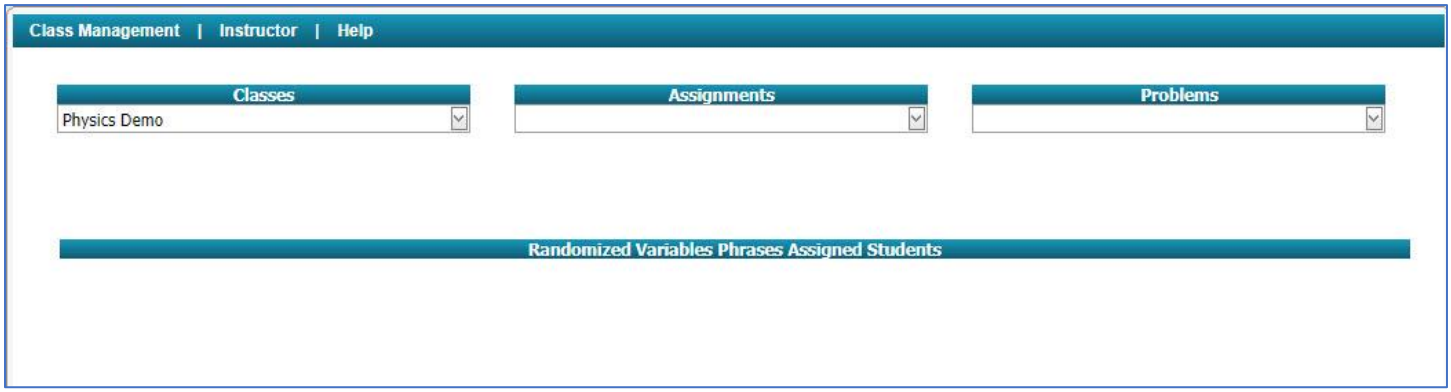
To use the search function when randomization is enabled, click on **Randomized Variables Phrases** under Instructor in the blue bar at the top of the screen (**Figure 101**).

Figure 101: Randomized Variables Phrases



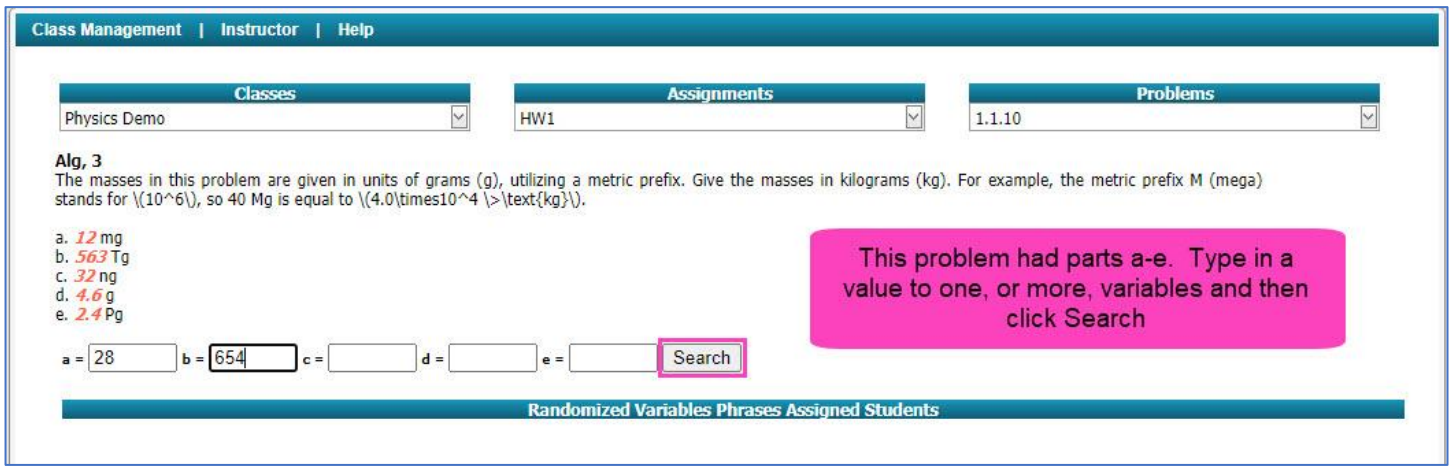
On the next screen you will use the drop-down menus to select your ***Classes***, ***Assignments***, and ***Problems*** (**Figure 102**).

Figure 102: Randomized Variable Phrases Search Screen



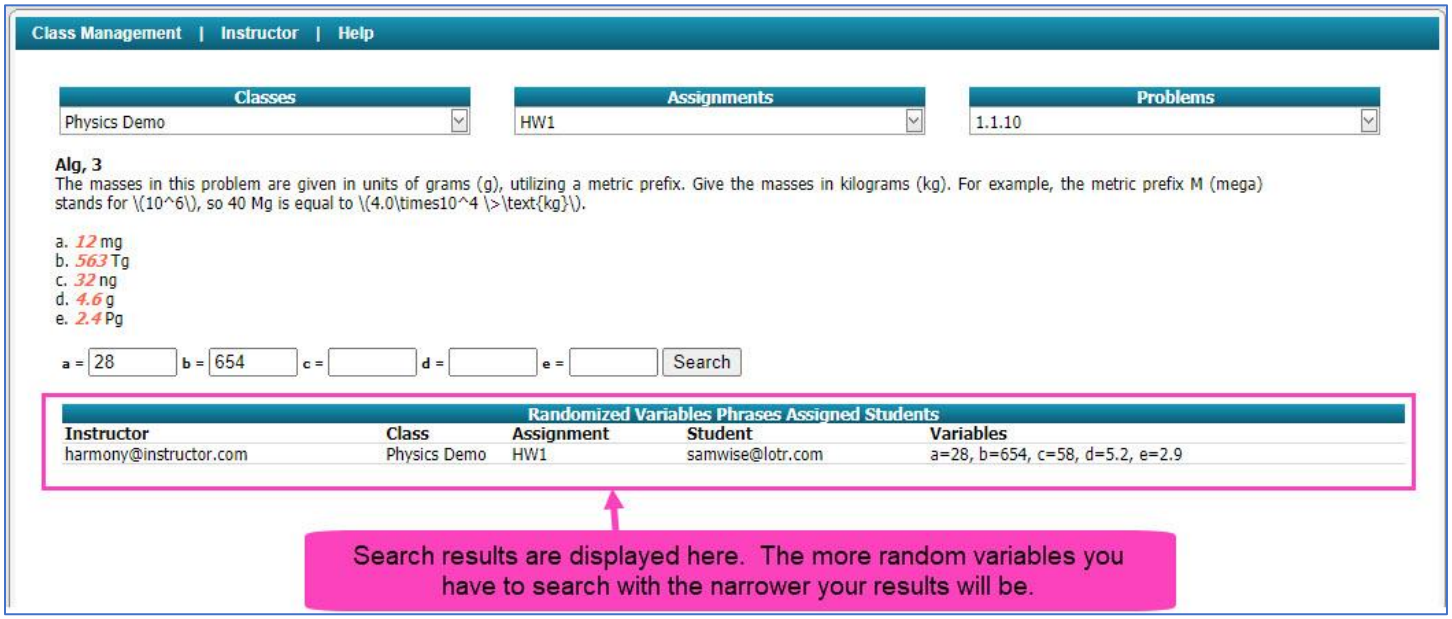
When you have made your selections from the drop-down boxes, the main problem statement will be visible with any random variables from the assignment. Type the random variable(s) you are searching for in the field(s) and then click Search to begin the search (Figure 103).

Figure 103: Randomized Variable Search



Search results will be displayed at the bottom (Figure 104). The more variables you can search at a time, the narrower your results will be. As you can see from the example below, you can see the Instructor, Class, Assignment, Student, and all Variables in their assignment problem. When you are finished with this search, click on ***Class Management*** in the upper left-hand corner to return to the ***Class Management*** screen.

Figure 104: Randomized Variable Search Results



Partial Credit

Occasionally an equation can offer partial credit for answers that are close to the correct answer or for common mistakes (Figure 105). To enable this feature click on the ***Yes*** radio button or click on the ***No*** radio button to disable the feature.

Figure 105: Partial Credit Setting

Access to Printable Assignment

Enables students to have a printable version of their assignment (see **View Printable Assignment** for more details). To enable this setting click on the ***Yes*** radio button or click on the ***No*** radio button to disable this setting (Figure 106).

Figure 106: Access to Printable Assignment Setting

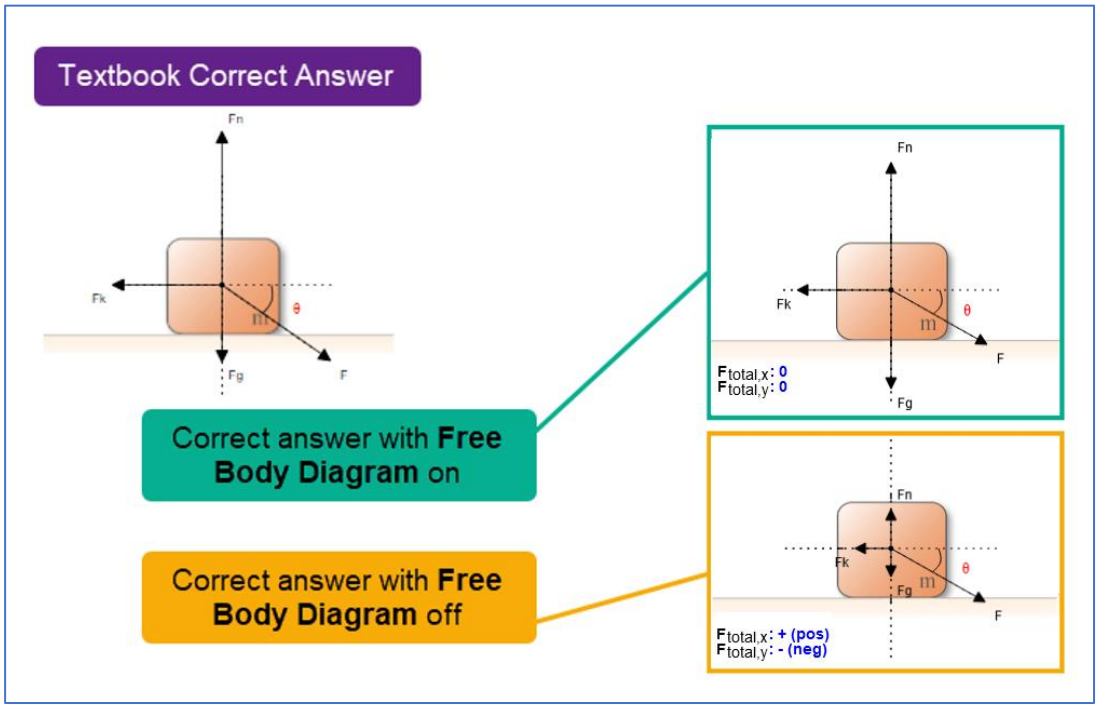
Free Body Diagram

This setting only applies to Free Body Diagram problems. To enable click on the ***Yes*** radio button or click on ***No*** radio button to disable (Figure 107).

Figure 107: Free Body Diagram Setting

If this setting is enabled, the grading will incorporate the proportionality of the vectors. If this setting is disabled, the grading will just be based on the angles of the vectors (Figure 108).

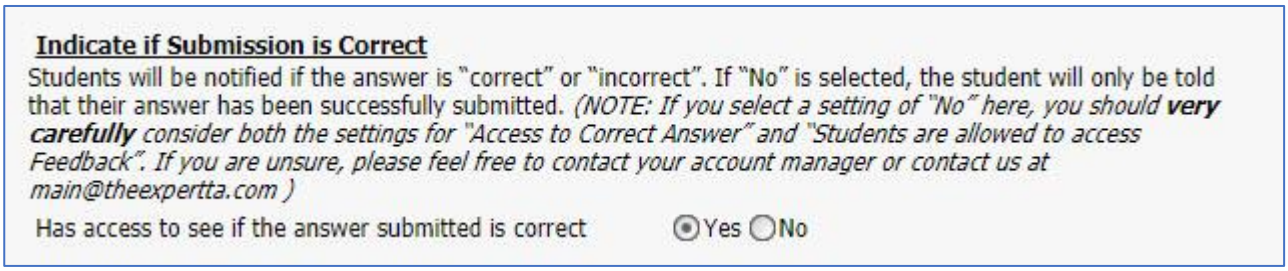
Figure 108: Free Body Diagram Setting Example



Indicate if Submission is Correct

Warning: This setting can be complicated. Please read this section carefully before selecting ***Yes*** or ***No***.

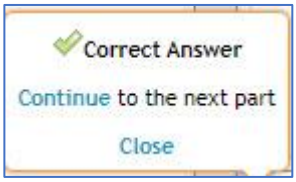
Figure 109: Indicate if Submission is Correct Setting

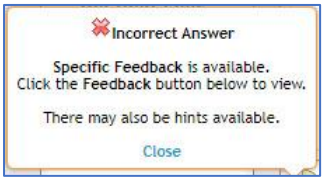


As the setting indicates, **Access to Correct Answer** settings are related to this setting. This is explained in more detail below.

Figure 110: Correct and Incorrect Notification

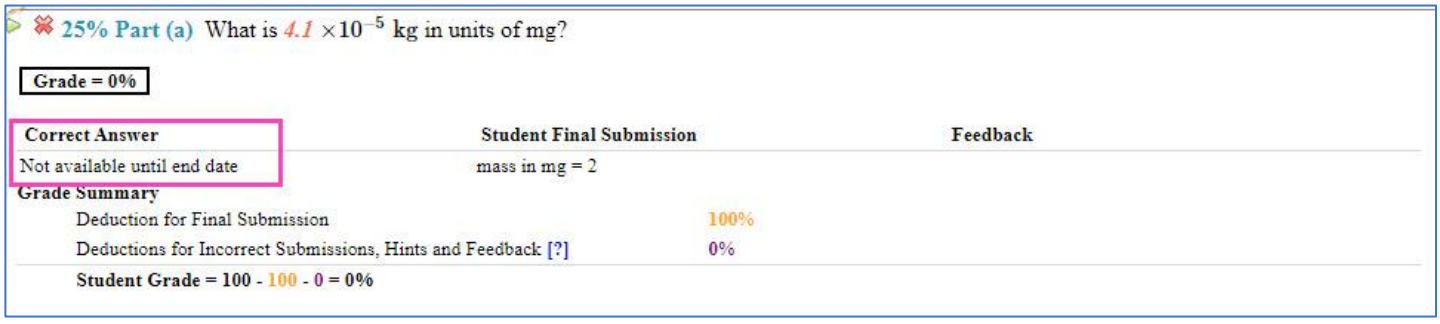
To enable this setting, click on the Yes radio button. When enabled, the student will be notified if the answer submitted is "correct" or "incorrect" (**Figure 110**).





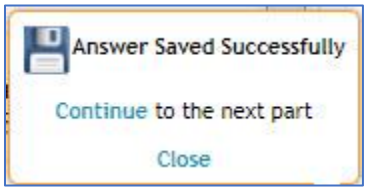
If the ***Students are allowed to access the Correct Answer*** setting is disabled (**Figure 97**) while this setting is enabled, when the student uses all of their allotted attempts, they will see a note that the correct answer is "*not available until the end date*" in place of the correct answer (**Figure 111**). However, the correct answer will not be displayed after the end date as the message states because the ***Students are allowed to access the Correct Answer*** setting is disabled.

Figure 111: Correct Answer Not Available



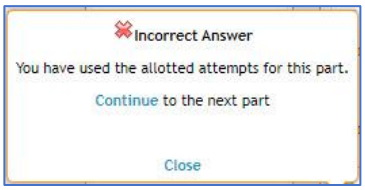
To disable this setting, click on the ***No*** radio button. If this setting is disabled, the student will only be notified that their answer has been successfully submitted (Error! Reference source not found.). The submitted answers are graded all at once a fter the due date for the assignment has passed. The student can also continue entering answers until they have used all their submission attempts, but only the last answer submitted is graded.

Figure 112: Answer Saved Successfully



If the ***Students are allowed to access the Correct Answer*** setting is enabled (see **Access to Correct Answer**) while this setting is disabled, the student will not see the correct answer after the submission attempts are used. If the student clicks the ***I give up!*** button, they will see a notification that the answer is incorrect, and they have used the allotted attempts for the part. If ***Show full solution during assignment*** (see **Access to Correct Answer**) is enabled while this setting is disabled, the full solution will be displayed when the allotted attempts are used but not when the ***I give up!*** button is used.

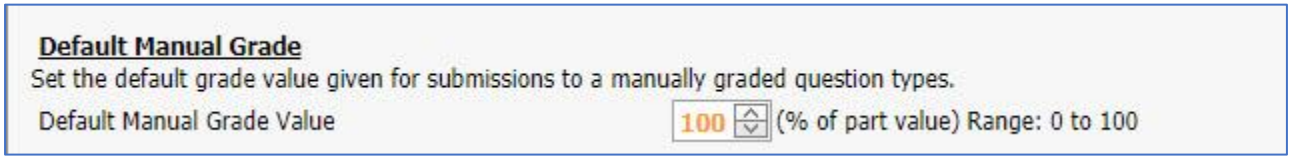
Figure 113: Incorrect Answer when "I give up!" Used



Default Manual Grade

This setting, **Figure 114**, allows you to enter the default grade for submissions to manually graded questions (like essay and short answer questions). Type a range between 0 and 100 in the field or use the up/down arrows to adjust.

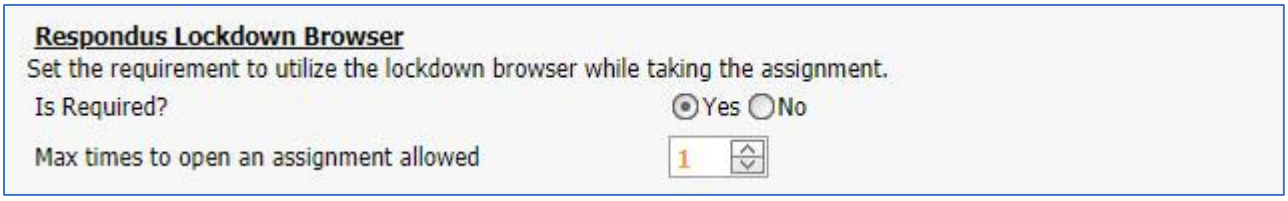
Figure 114: Default Manual Grade Setting



Respondus Lockdown Browser

This setting will set the requirement to utilize the lockdown browser while taking the assignment (**Figure 115**). To enable click on the ***Yes*** radio button and to disable click on the ***No*** radio button. If you enable this setting, you will also need to adjust the ***Max times to open an assignment*** setting by typing a number between 1 and 100 in the field or using the up/down arrows to adjust.

Figure 115: Respondus Lockdown Browser Setting



Note: Please keep in mind that unstable network connections and unexpected website freezing can force the student to re-enter the assignment. If the ***Max times to open an assignment*** is set too low, the students could potentially hit their Max times to open through no fault of their own. Students will be directed to you to either grant them additional ***Max times to open an assignment*** or not.

If a student exceeds the ***Max times to open in an assignment***, you can add additional attempts by clicking on the assignment and choosing ***Manage Grades (Grade Manually)*** from the assignment menu. Once you are in the ***Manual Grading*** screen, click on the student's name on the left-hand side and then click ***Edit*** to the right of ***Max Open Count*** as seen in **Figure 116**).

Figure 116: Edit Lockdown Max Open Count

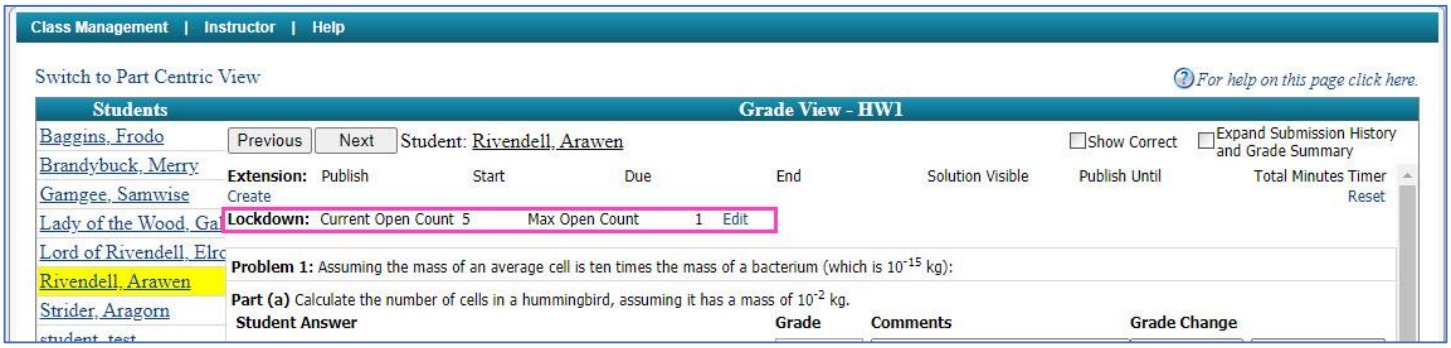
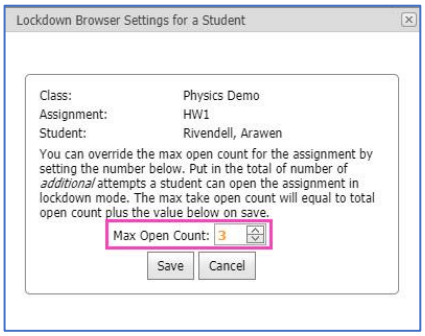


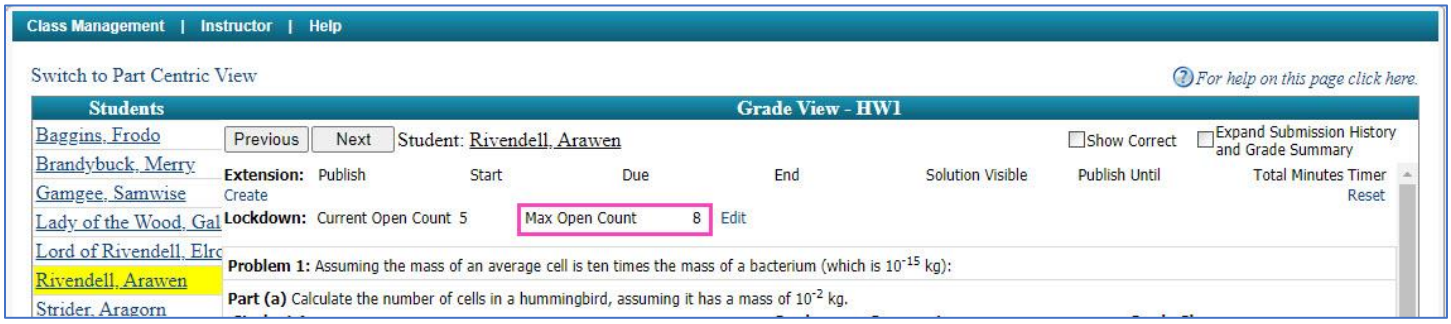
Figure 117: Edit Max Open Count



After clicking ***Edit***, you will see a new pop-up screen (**Figure 117**). Add extra open attempts to the ***Max Open Count*** by typing a number in the field or use the up arrow. When you're finished click on the ***Save*** button to save your changes or click ***Cancel*** to return to the ***Manual Grading*** screen.

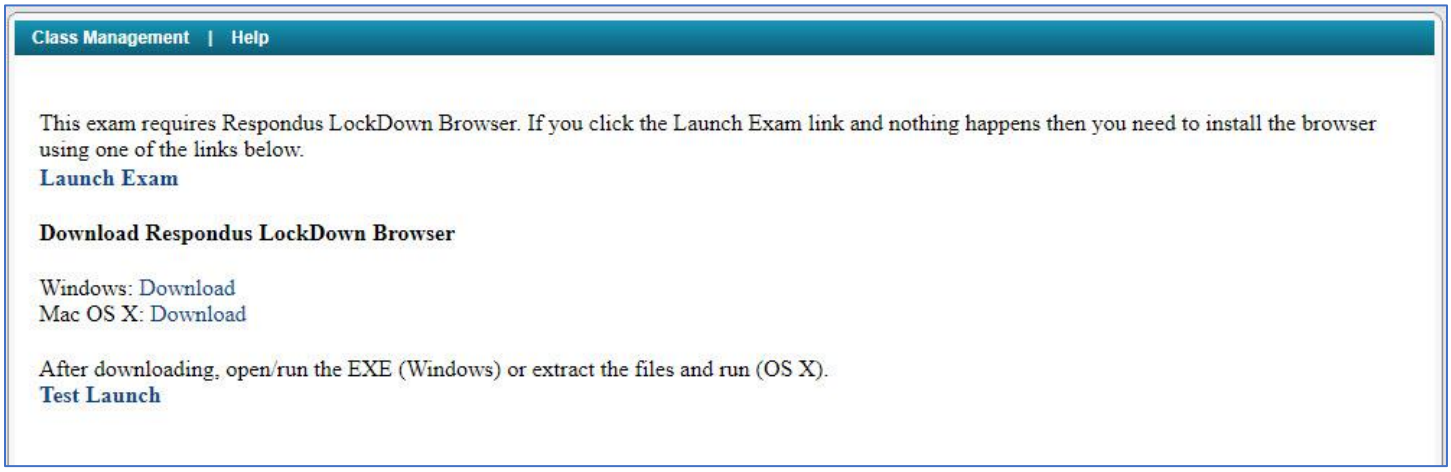
After clicking ***Save***, you will return to the ***Manual Grading*** screen. In (**Figure 118**), you can see that the ***Max Open Count*** has changed from 1 to 8.

Figure 118: Edit Max Open Count Completed



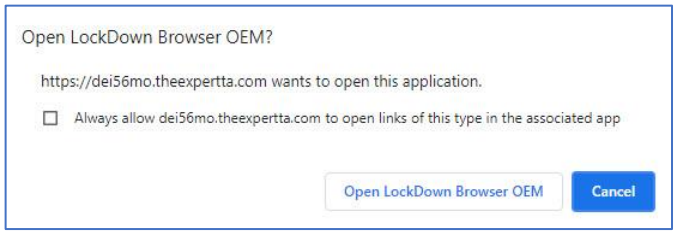
When the student opens an assignment with the Respondus Lockdown Browser enabled, they will see a window like the one in **Figure 119**. From this window, the student can ***Download Respondus Lockdown Browser*** software, perform a ***Test Launch*** to ensure the lockdown browser works properly before opening the assignment, and lastly, they can open their assignment using the lockdown browser by clicking on ***Launch Exam***.

Figure 119: Respondus Lockdown Browser screen



When the student clicks on ***Launch Exam***, they will receive one final notification asking if they want to open Lockdown Browser OEM (Figure 120). The student can click on the checkbox to "*always allow*" before clicking on ***Open LockDown Browser OEM*** to continue to their assignment or the student can click on ***Cancel*** to return to the ***Respondus Lockdown Browser*** screen (Figure 119).

Figure 120: Open Lockdown Browser Notification



For more information on the Respondus Lockdown Browser and how to use it see the **Expert TA: Respondus Lockdown Browser User Manual.**

Update (Fall 2022 Important Requirements)

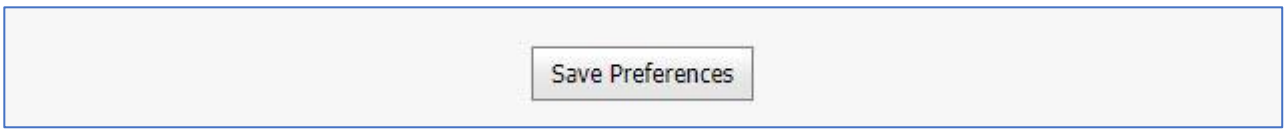
Minimum Version Level now required. Important – If you use the Respondus browser for exams/quizzes, please read carefully and prepare accordingly. This version changes over time based on releases that are done by Respondus. Until communicated otherwise our strategy will be to require a version no later than two versions back from the current version that Respondus offers.

Recommendation – Offer a practice exam for your students that uses the Respondus LockDown browser, at least a few days prior to the actual exam date. The students will be prompted to download the required version, and will be provided with a link to the appropriate download. This will ensure that things go smoothly for each student on the day of the actual exam.

Saving the Grade Preference Template

When you have made all the changes you want to your grading template, click on the ***Save Preferences*** button at the bottom of the page (Figure 121). Click on ***Class Management***, in the blue bar at the top of the page, to return to the ***Class Management*** screen.

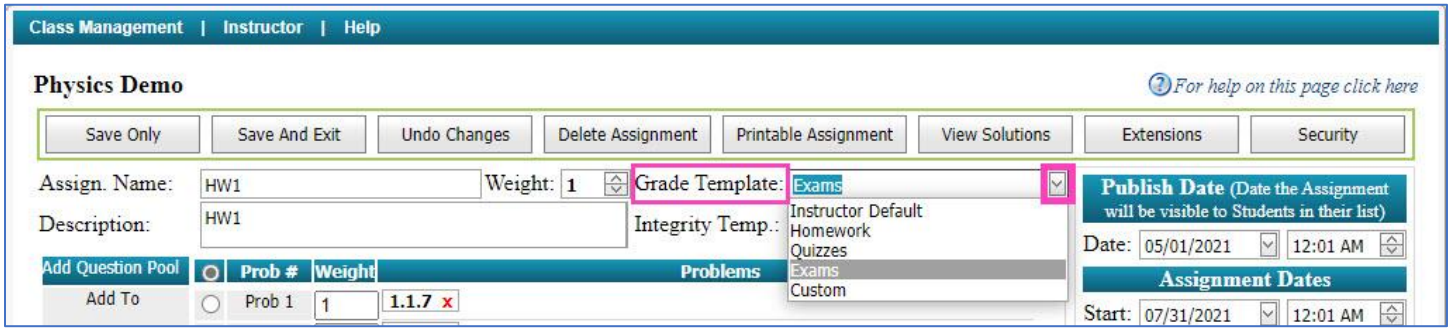
Figure 121: Save Preferences



Changing the Grade Preference Template in an Assignment

After you have saved your new ***Grade Preference Template***, the next step is to add that template to your assignment. To do this, start by editing your assignment (see Editing an Assignment) and then select the grade template by clicking on the drop-down box next to ***Grade Template*** (see Figure 122).

Figure 122: Selecting the Grade Template in an Assignment



Custom Grade Template

In Figure 122 above, you will notice that there is a Custom option in the Grade Template drop-down menu. The Custom grade template has all the same settings described in Grade Preference Templates, but the settings in a Custom template only apply to the assignment they are set on. This can be useful for a one-time use, but if find yourself using the same settings repeatedly, we recommend that you create Grade Preference Template to save yourself some time and effort.

Academic Integrity Preferences

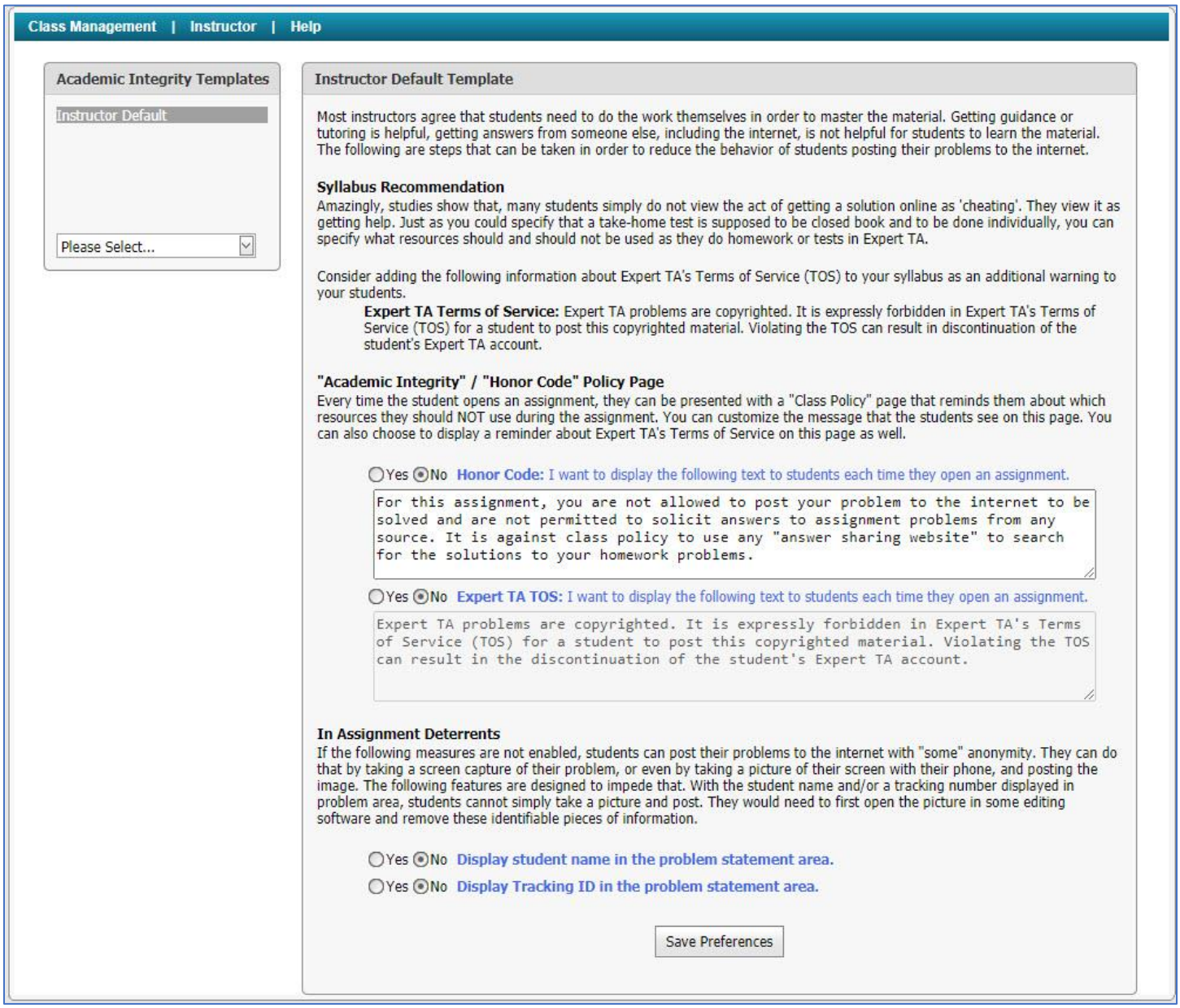
Academic Integrity Preferences allow instructors to provide warnings and/or deterrents to prevent students from cheating on their assignments by posting images of their problems on internet sites.

To access the ***Academic Integrity Preferences***, click on ***Instructor*** in the blue bar at the top of the page and then click on ***Academic Integrity Preferences*** (Figure 123).

Figure 123: Academic Integrity Preferences

On the next screen, you will see descriptions of the settings that can be enabled by clicking on the ***Yes*** radio button or disabled by clicking on the ***No*** radio button (Figure 124).

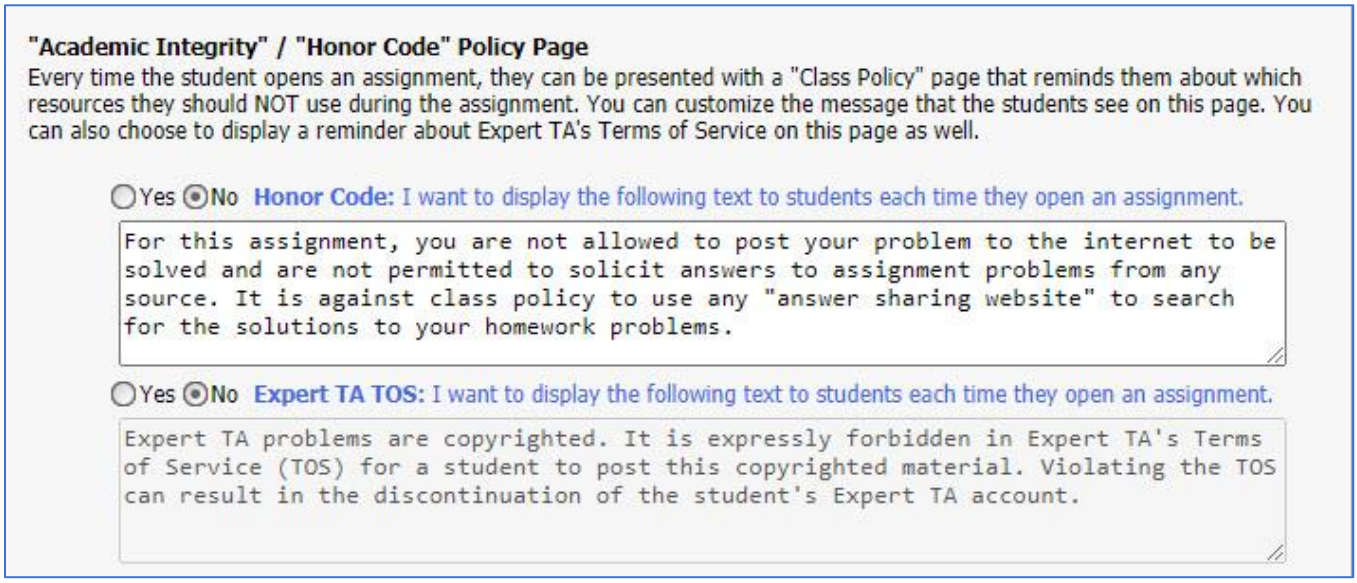
Figure 124: Academic Integrity Template Screen



"Academic Integrity" / "Honor Code" Policy Page

Every time the student opens an assignment, they can be presented with a "Class Policy" page that reminds them about which resources they should NOT use during the assignment. The Honor Code and Expert TA TOS (Terms of Service) can be used alone, together, or not at all as needed (Figure 125).

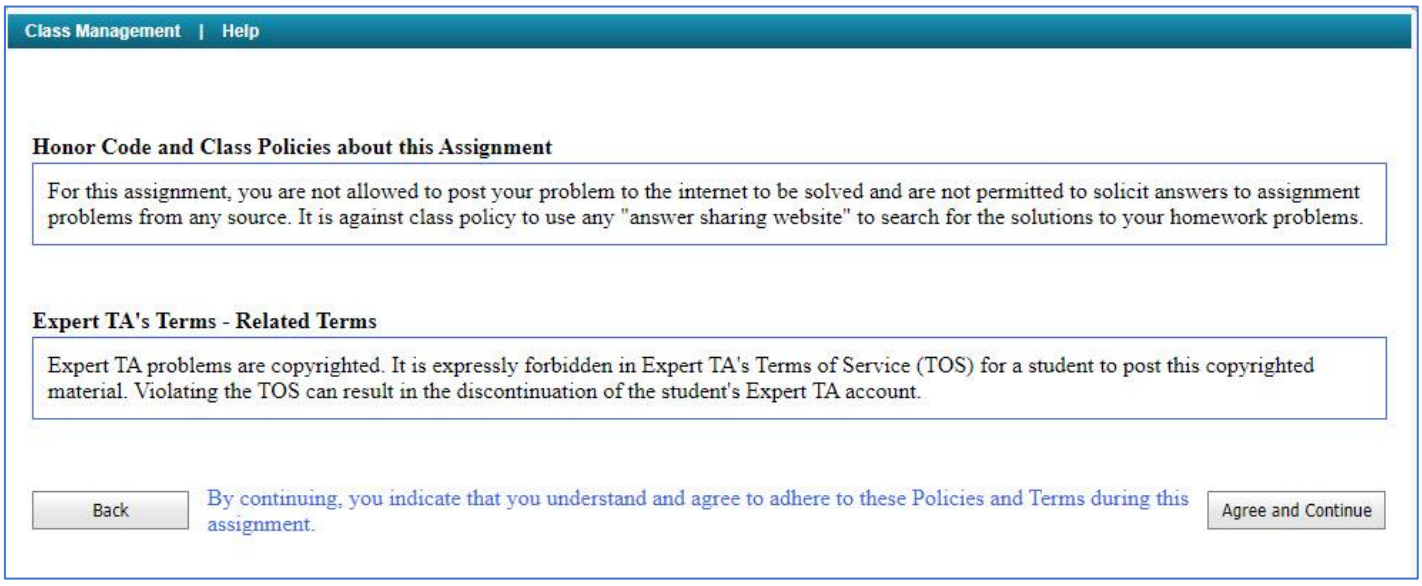
Figure 125: Academic Integrity Messages



1. ***Honor Code*** – This message can be customized for your and/or the institution class policy needs by typing in the text box.
2. ***Expert TA TOS*** – This message cannot be customized but advises students that our material is copyrighted. Posting images of our copyrighted material is a violation of the Terms of Service the students agree to when they register for each class and can result in the discontinuation of the student's Expert TA account.

If either or both polices are enabled, the student will see them as they open their assignment (see Figure 126). The student will have to click on ***Agree and Continue*** to continue to their assignment or the student can click on ***Back*** to go back to the ***Class Management*** screen.

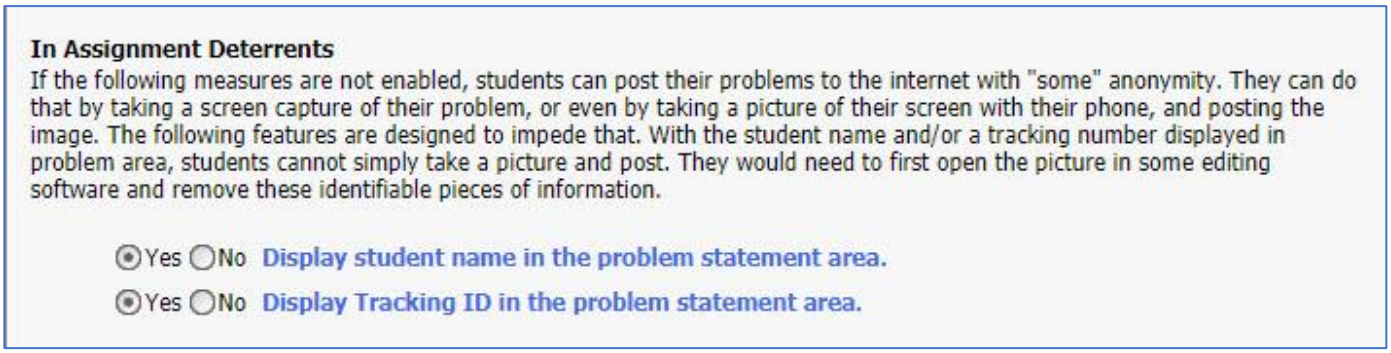
Figure 126: Student View of Selected Class Policies



In Assignment Deterrents

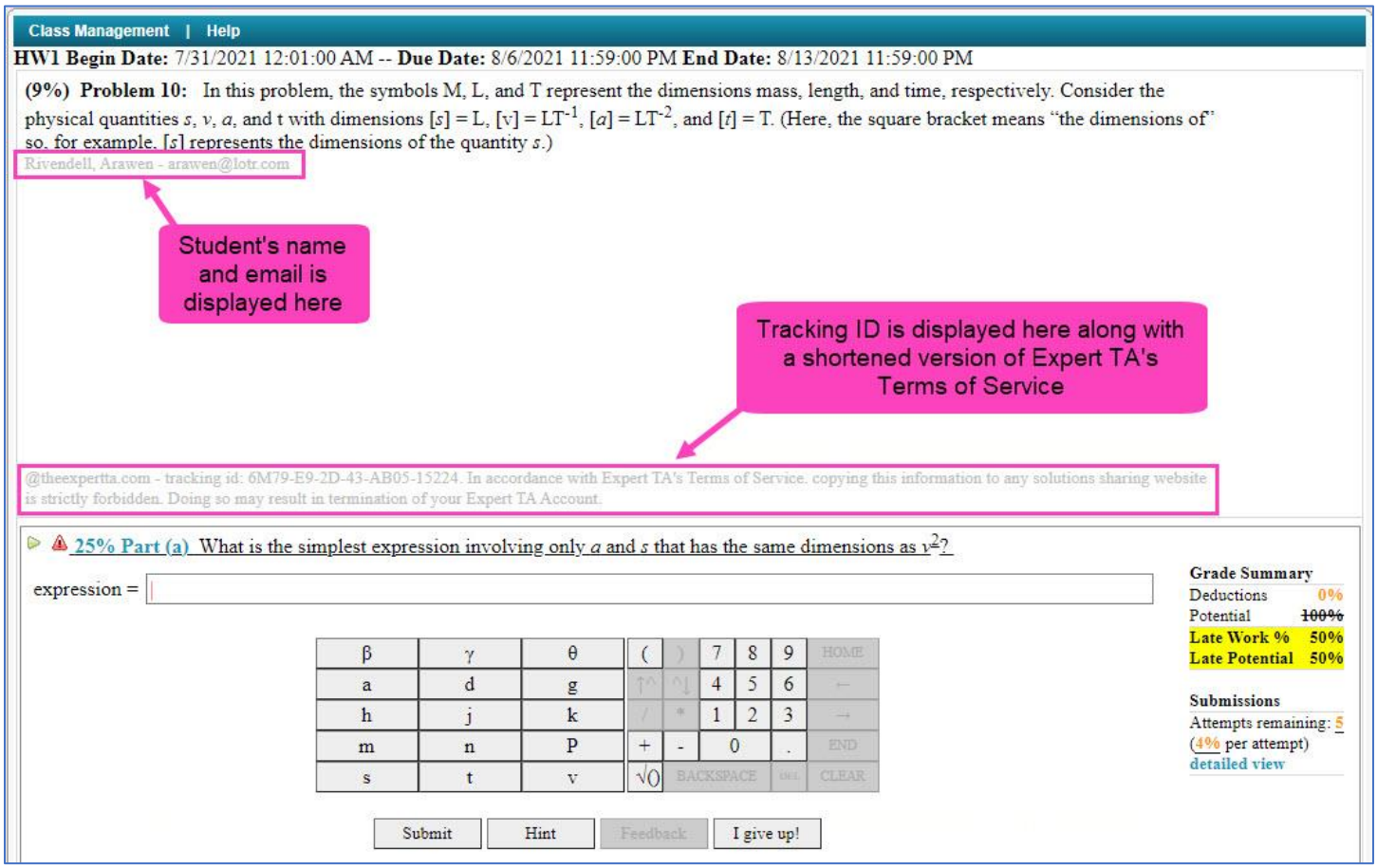
If the following settings are not enabled, students can post their problems on the internet with "some" anonymity by taking a screen capture of their problem or by taking a picture of their screen with their phone. With the student's name and/or a tracking number displayed in the problem area, students would need to first open the screen capture image or picture in editing software to remove the identifiable information before posting on the internet. These settings can be used alone, together, or not at all as needed (Figure 127).

Figure 127: In Assignment Deterrents



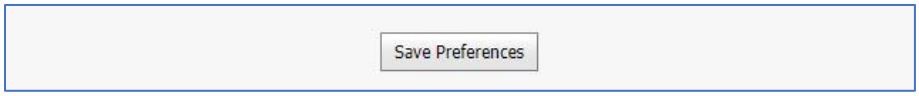
In Figure 128 below, you can see what these settings will look like from the student's perspective as they take the assignment. As you can see the name and tracking ID are in light grey.

Figure 128: Student View of Selected Deterrent Settings



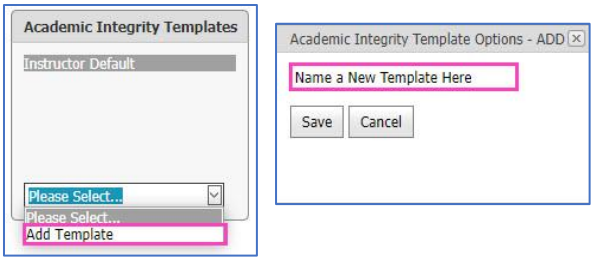
When you are finished selecting and editing settings, click on ***Save Preferences*** at the bottom of the screen (Figure 129).

Figure 129: Save Preferences



You can also create more than one Academic Integrity Template by clicking the drop-down in the ***Academic Integrity Templates*** and then clicking on ***Add Template*** (Figure 130). In the pop-up window, name your new template by typing in the field and then clicking ***Save*** to save your template name or click ***Cancel*** to return to the ***Academic Integrity Template*** screen.

Figure 130: Add an Academic Integrity Template

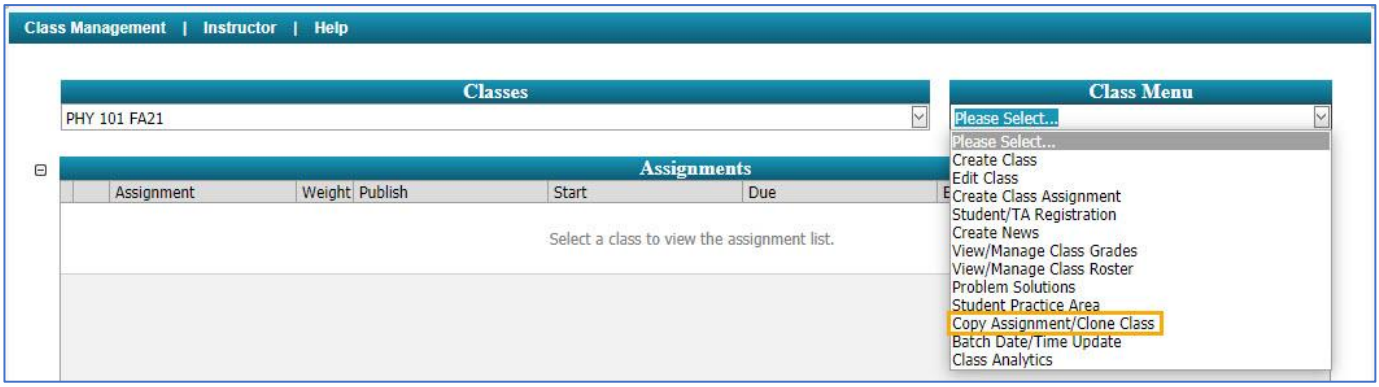


Copy Assignment/Clone Class

Expert TA offers a way to copy an assignment or clone a class. This will allow you to repeat an assignment from class to class and retain any settings you applied.

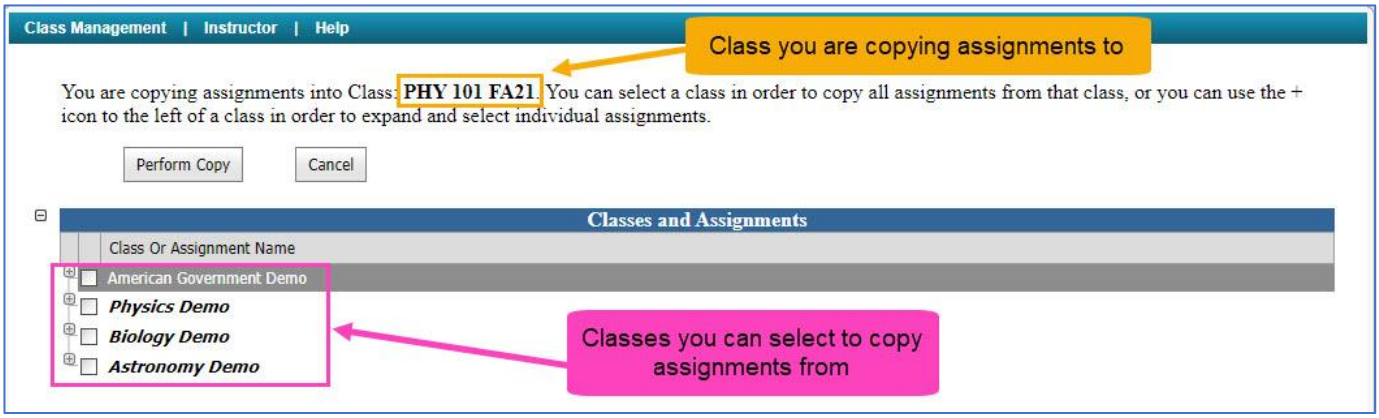
1. To start, select the class you want to copy or clone to from the ***Classes*** drop-down and then select **Copy Assignment/Clone Class** from the ***Class Menu*** drop-down on the ***Class Management*** screen (Figure 131).

Figure 131: Copy Assignment/Clone Class



2. On the next screen (Figure 132), the system identifies the class you are copying to so you can ensure you are copying to the correct class.

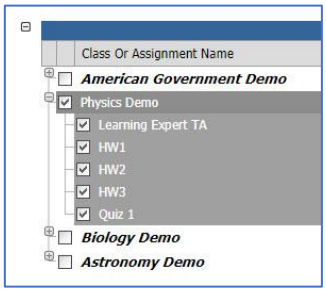
Figure 132: Class Copy Screen



3. Next, select the class you are copying from (in this example we will select the Physics Demo class).

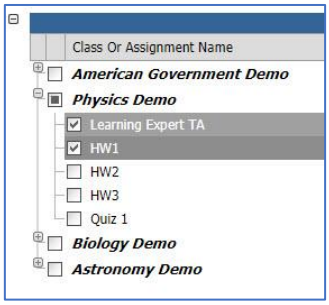
   a. Place a checkmark next to the class to select all the assignments in the class, like **Figure 133**.

Figure 133: Select All Assignments in a Class



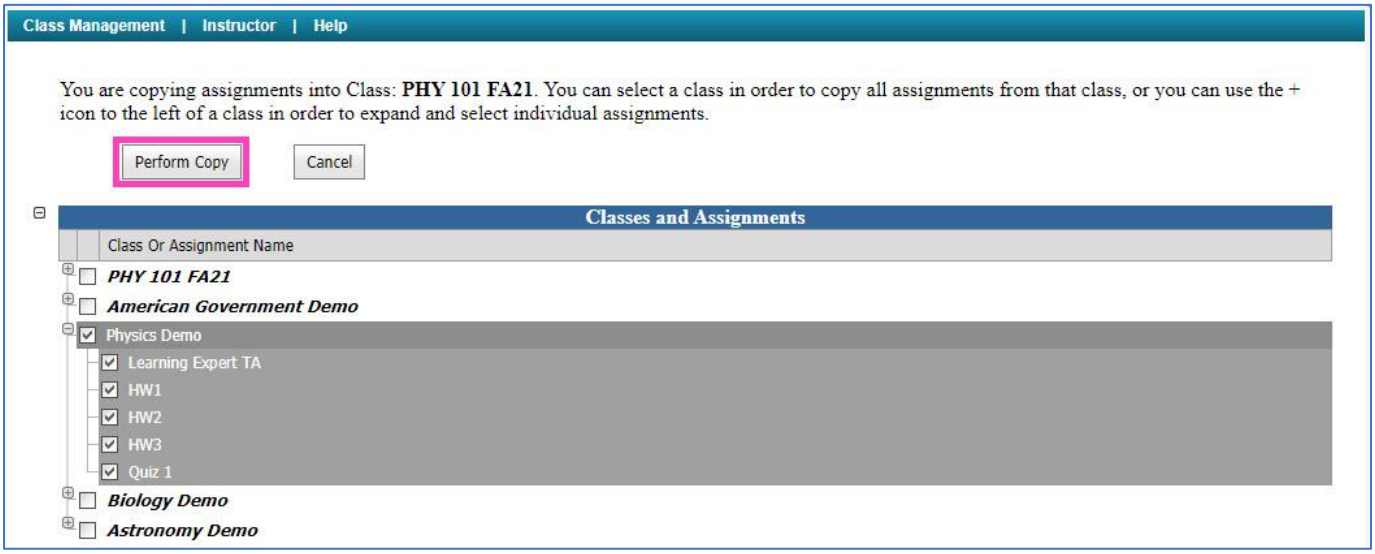
   b. Or click on the ⊞ to expand the assignment list and select one or more assignments individually by clicking on the check boxes beside each assignment, like in **Figure 134**.

Figure 134: Select One or More Assignments



4. Once you have selected the assignments or the class you want to copy, click on the ***Perform Copy*** button to copy them to the selected class. In **Figure 135**, we are copying all the assignments from Physics Demo to our new PHY 101 FA21 class. Click on the ***Cancel*** button to return to the ***Class Management*** screen without copying.

Figure 135: Perform Copy



5. After clicking on ***Perform Copy***, you will receive a pop-up notification asking if you are sure you want to perform the copy (Figure 136). Click on ***OK*** to copy or click ***Cancel*** to return to the ***Copy Assignment/Clone Class*** screen.

Figure 136: Copy Confirmation Notification

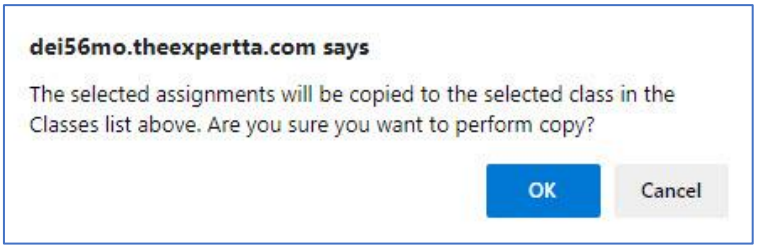
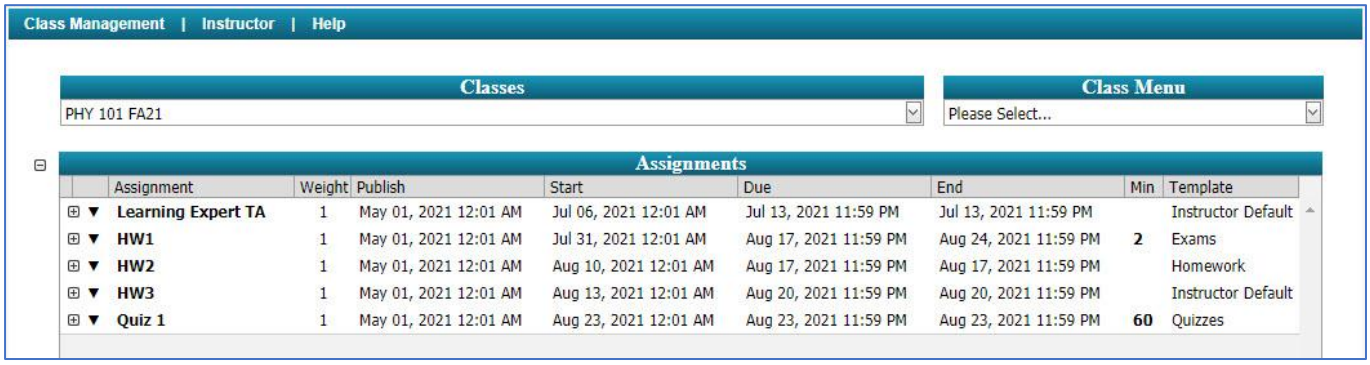


Figure 137: Copy Successful Notification

6. After clicking ***OK***, you will receive another pop-up notification advising that the copy was successful (Figure 137).

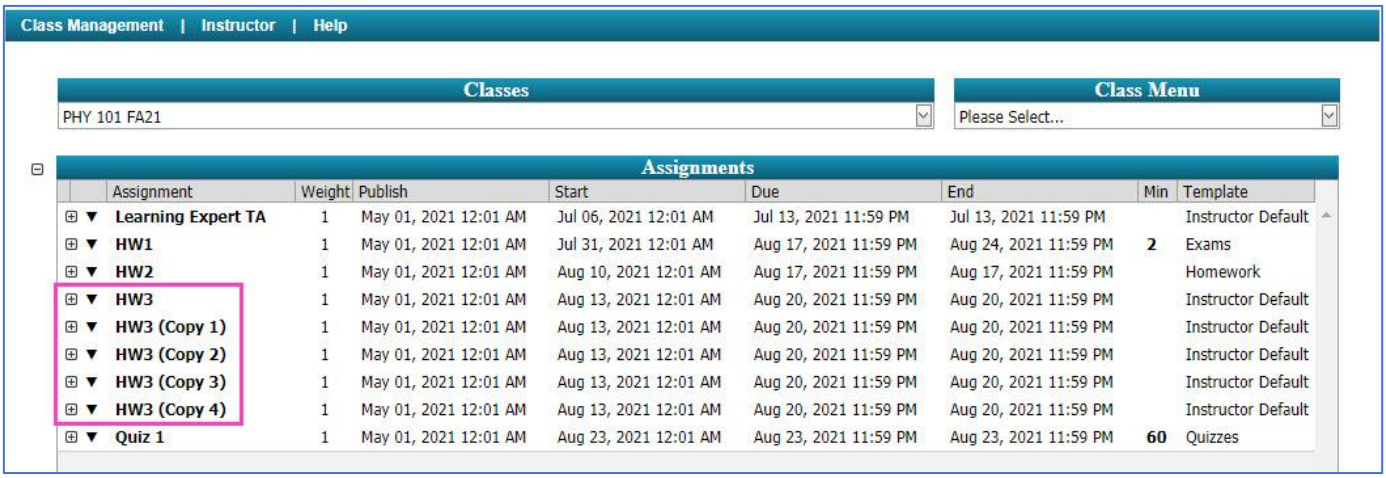
7. After clicking ***OK***, you will return to the ***Class Management*** screen where you can see and modify the assignments you copied (Figure 138).

Figure 138: Copy Class/Assignment Completed



Note: When copying an assignment into a class that has an assignment with the same name, the assignment name will be amended with "(Copy 1)". If the same assignment is copied multiple times, "(Copy #)" increases by one for each copy (see Figure 139). If you copied the assignment multiple times by mistake, you could delete the assignment (see Deleting an Assignment for instructions). If you intentionally copied the same assignment into a class multiple times, you could rename the assignment (see Editing an Assignment for instructions) or you can leave the name as is with no changes.

Figure 139: Assignment Copied Multiple Times

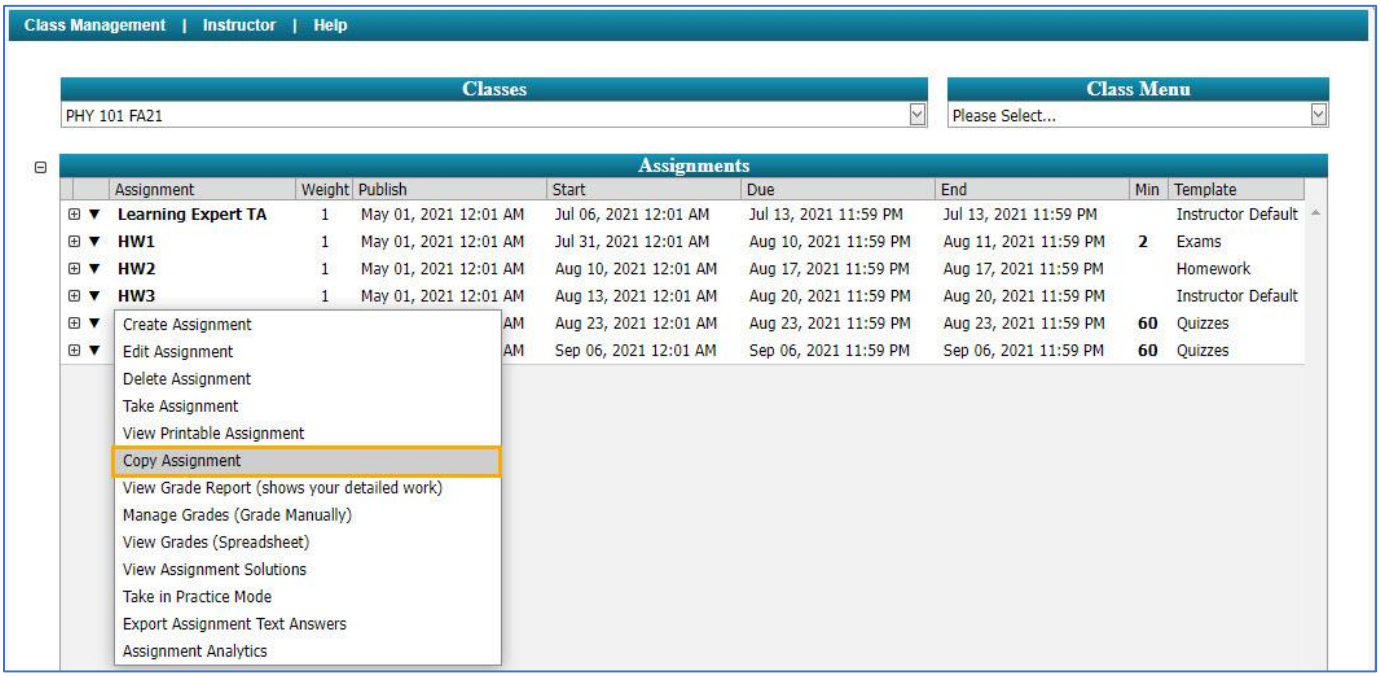


Copy Assignment

Expert TA offers another way to copy an assignment from one class to another. Unlike the previous ***Copy Assignment/Clone Class*** method, this will only copy one assignment at a time.

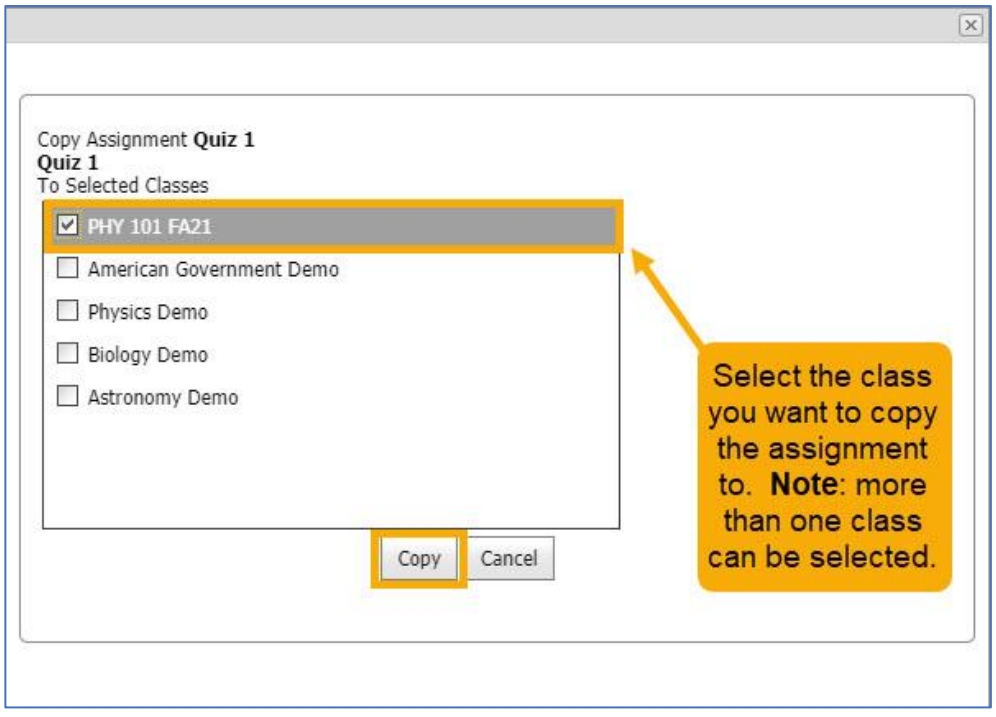
1. First, select the assignment you want to copy and either click on the assignment or the ▼ next to the assignment and select ***Copy Assignment*** from the ***Assignment*** menu (Figure 140).

Figure 140: Select Copy Assignment



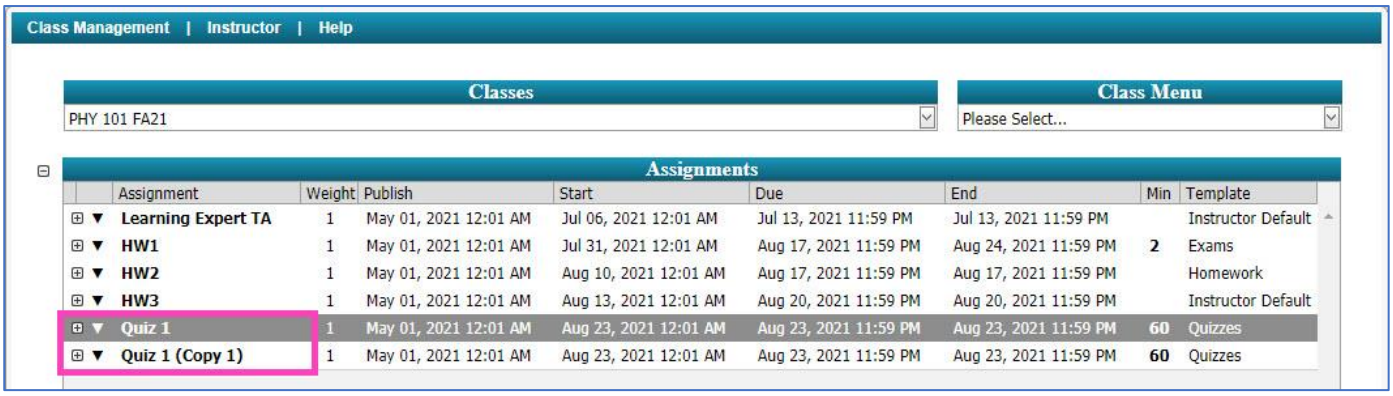
2. Next, select the class or classes you want to copy the assignment to and click **Copy** to copy the assignment or **Cancel** to return to the ***Class Management*** screen (Figure 141).

Figure 141: Select the Class or Classes to Copy the Assignment to



3. After clicking ***Copy***, you will be taken back to the ***Class Management*** screen where you can see and/or modify your copied assignment (Figure 142).

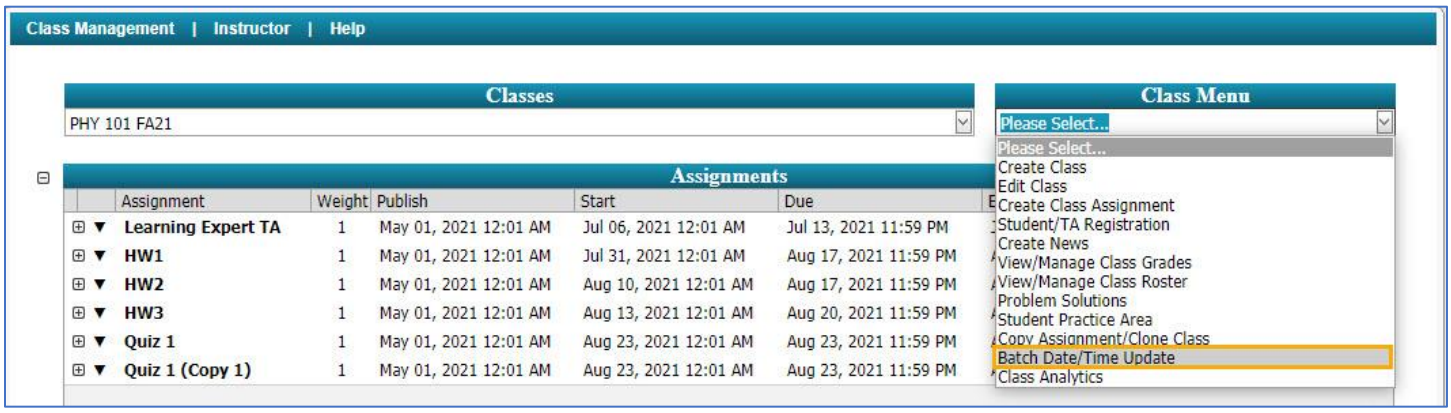
Figure 142: Copy Assignment Completed



Batch Date/Time Update

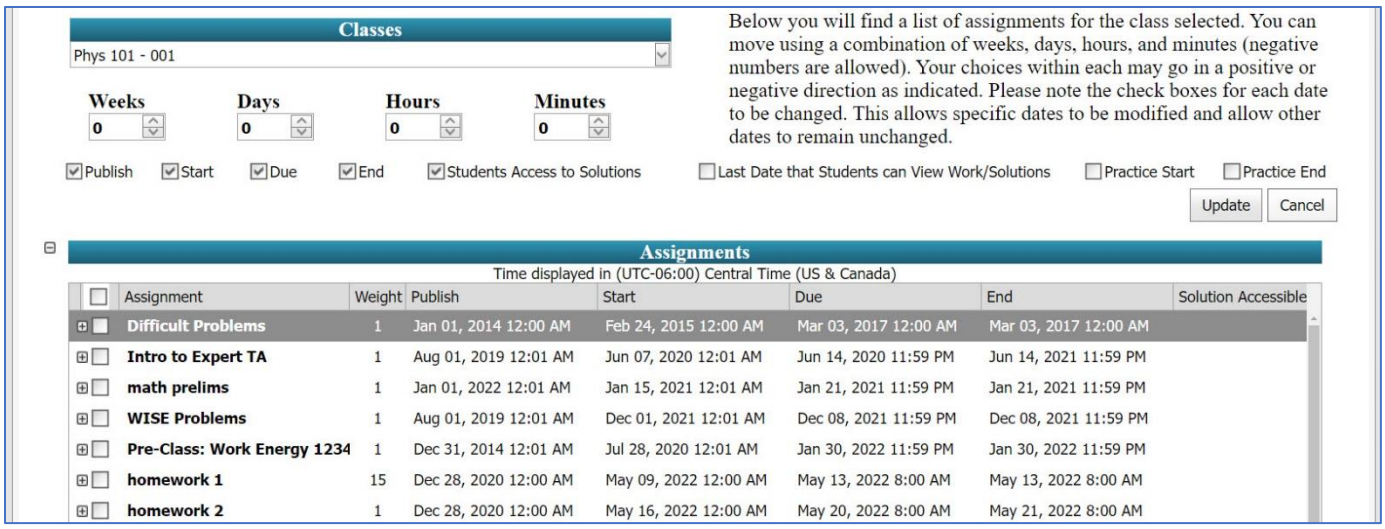
The ***Batch Date/Time Update*** menu allows you to adjust the dates and/or times of multiple assignments at once. To access this function, select ***Batch Date/Time Update*** from the ***Class Menu*** drop-down on the ***Class Management*** screen (Figure 143).

Figure 143: Select Batch Date/Time Update



Next, you will see the ***Batch Date/Time Update*** screen (Figure 144).

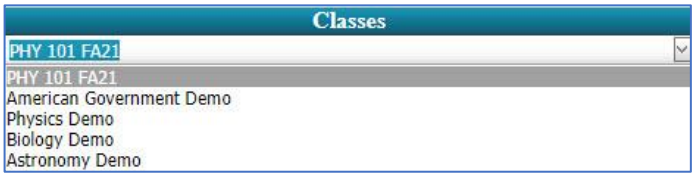
Figure 144: Batch Date/Time Update Screen



To use the ***Batch Date/Time Update*** feature:

1. First, select the class you want to update from the ***Classes*** drop-down (Figure 145).

Figure 145: Select Class to Update



2. Next, select the assignment or assignments you want to update by checking the box next to the assignment (Figure 146).

Figure 146: Select the Assignment or Assignments to Update

Note: Selecting the checkbox next to ***Assignment*** will select all the assignments in a class (Figure 147).

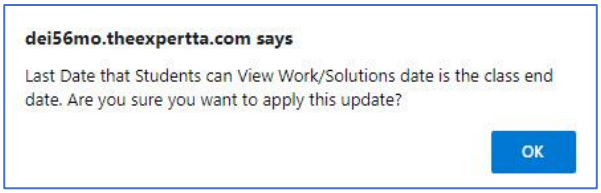
Figure 147: Select All Assignments

3. Next, select which dates you want to update (Figure 148). You can update all date fields at once or individually.

Figure 148: Select the Dates to Update

Note: If you select ***Last Date that Students can View Work/Solutions*** a warning notification will pop-up to ask if you are sure you want to update this date (Figure 149). Click ***OK*** to continue and the box will be checked. Uncheck the box if you do not want to update this date.

Figure 149: Warning Notification

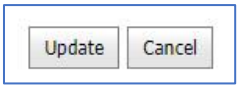


4. Next, select the timeframe to update by typing a number in the field or using the up and down arrows (Figure 150). Negative numbers allow you to go backwards in time. The ***Weeks*** range is from -104 to 104. The ***Days*** range is -365 to 365. The ***Hours*** range is -60 to 60. The ***Minutes*** range is -60 to 60.

Figure 150: Select Timeframe for the Update

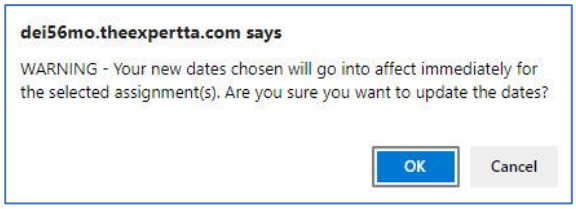
5. After you select the timeframe(s) to be updated, click on the ***Update*** button to update the assignment dates, or click ***Cancel*** to return to the ***Class Management*** screen (Figure 151).

Figure 151: Update or Cancel Buttons



6. After clicking on the ***Update*** button, a warning notification will pop-up advising that the new dates will go into effect immediately and asking if you are sure you want to update the dates (Figure 152). Click ***OK*** to continue updating the assignment dates or click ***Cancel*** to return to the ***Batch Date/Time Update*** screen.

Figure 152: Batch Update Warning

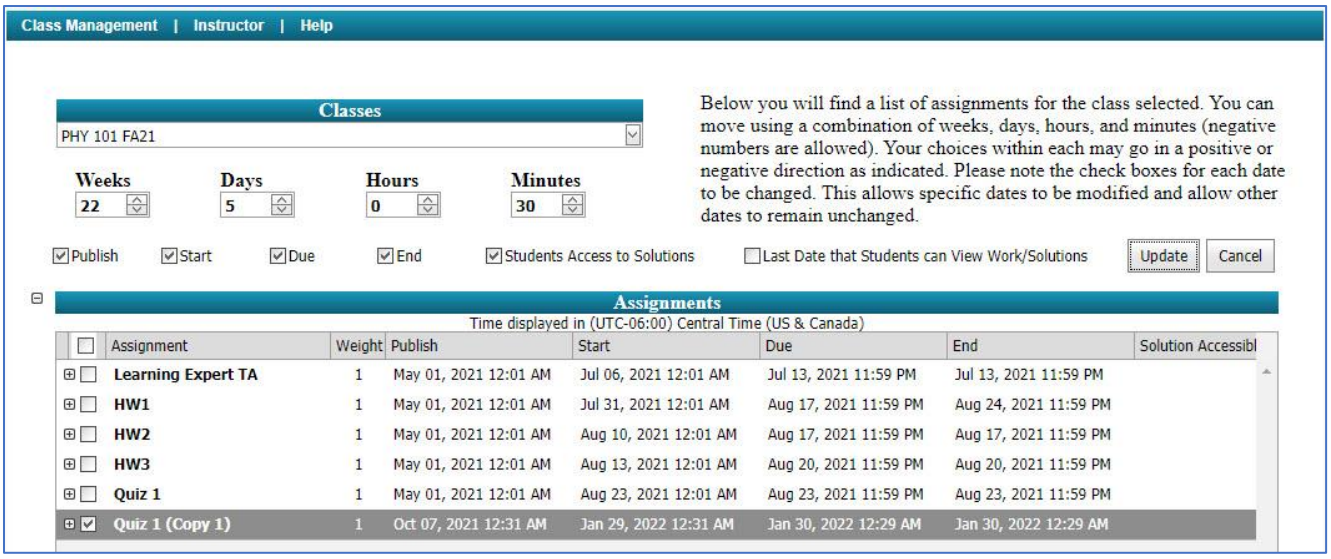


7. After clicking ***OK***, you will receive another pop-up message advising if the update was successful (Figure 153).

Figure 153: Batch Update Successful

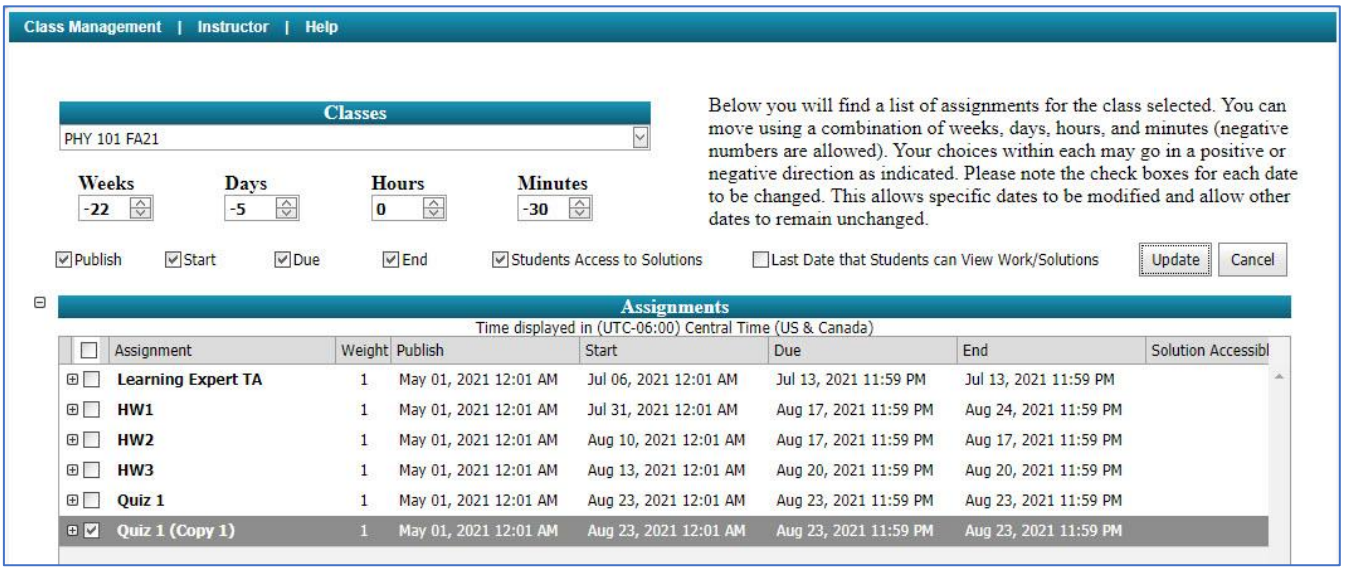
The example in Figure 154, shows that the ***Publish*** date, ***Start*** date, ***Due*** date, and ***Students Access to Solutions*** date were all moved forward 22 ***Weeks***, 5 ***Days***, and 30 ***Minutes***.

Figure 154: Batch Update Example 1



The example in Figure 155, shows that the ***Publish*** date, ***Start*** date, ***Due*** date, and ***Students Access to Solutions*** date were all moved backward in time (using negative numbers) 22 ***Weeks***, 5 ***Days***, and 30 ***Minutes***.

Figure 155: Batch Update Example 2

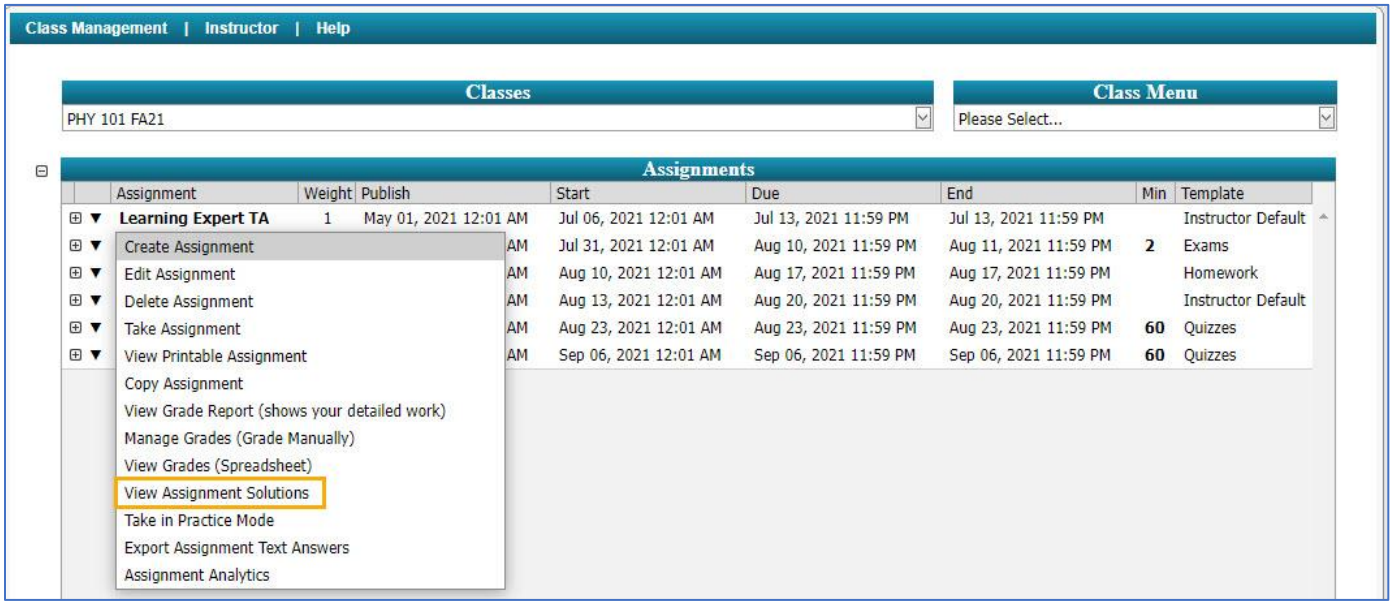


When you are finished making date and time updates, click on ***Cancel*** or ***Class Management*** to return to the ***Class Management*** screen.

Viewing Assignment Solutions

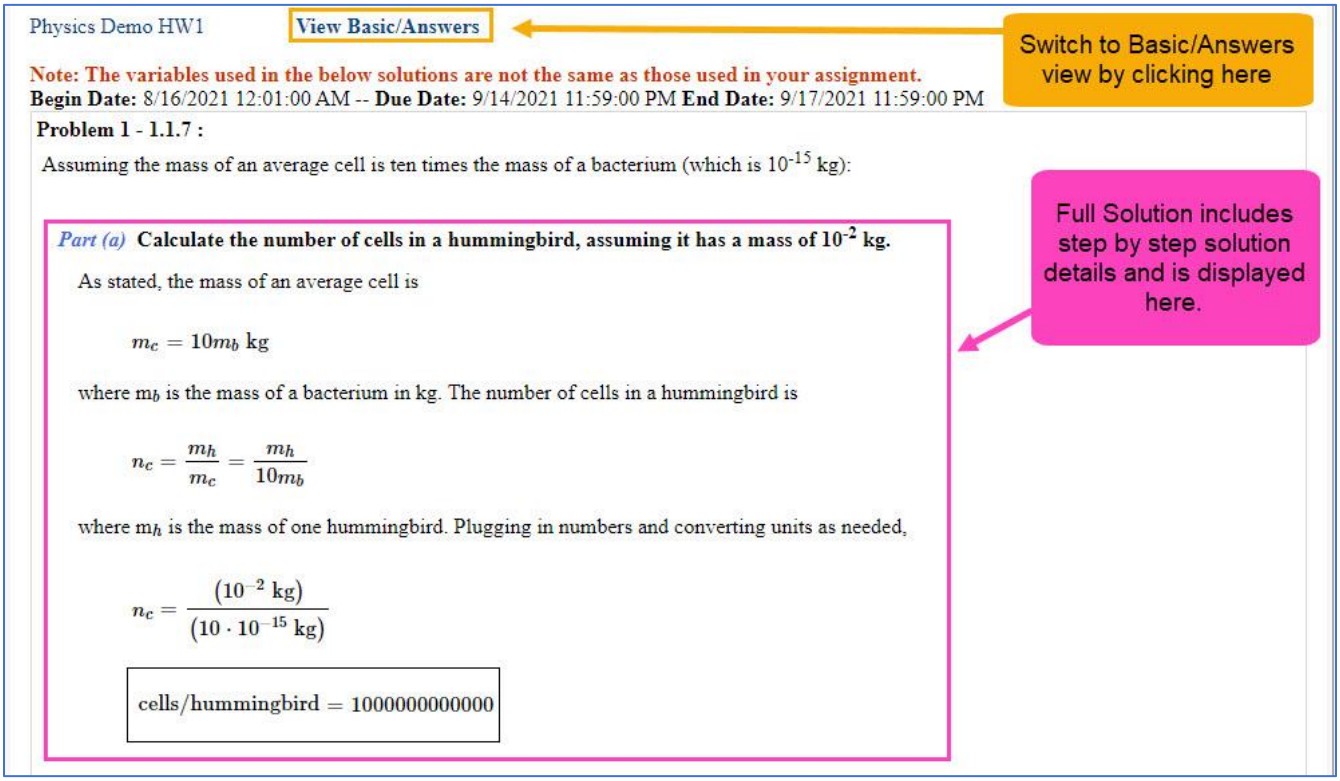
The Expert TA offers multiple ways to view solutions to problems and assignments. From the ***Class Management*** screen, click on the assignment or the ▼ next to the assignment name to open the ***Assignment*** menu and select ***View Assignment Solutions*** (Figure 156).

Figure 156: Select View Assignment Solutions



Once you select ***View Assignment Solutions***, you will see the assignment with full solutions for each problem (see Figure 157).

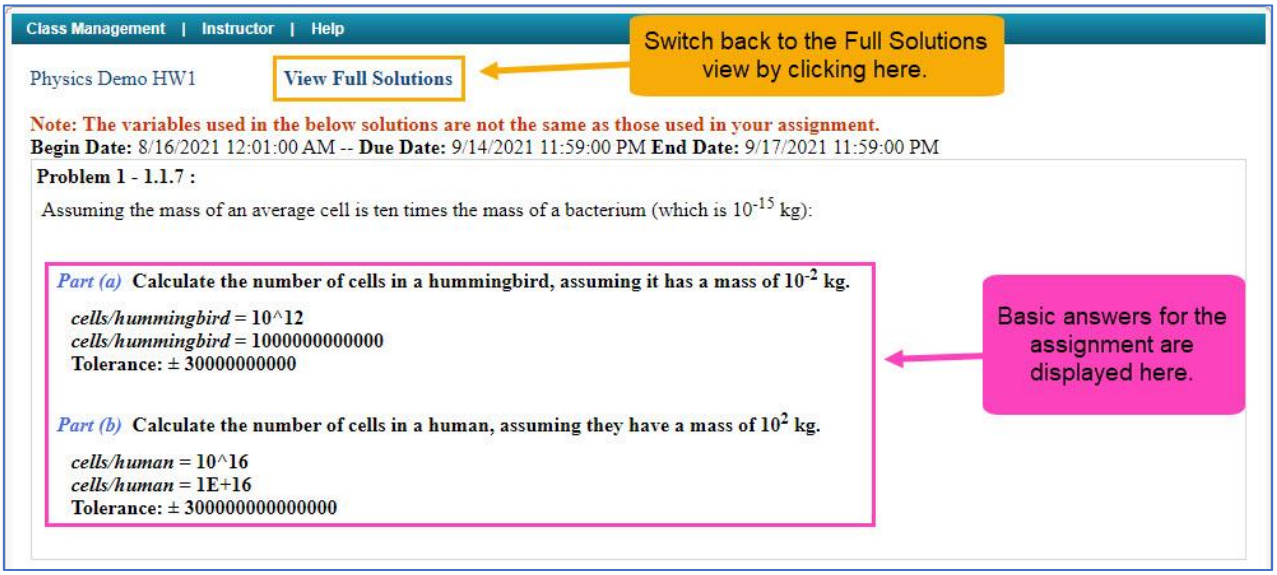
Figure 157: Assignment Full Solutions View



The full solution view shows a detailed step by step solution to the problems. Click on ***View Basic/Answers*** near the top of the screen to switch to the basic solution view of the assignment.

If you click on ***View Basic/answers***, you will see the assignment with basic answers for each problem (**Figure 158**). Click on ***View Full Solutions*** to switch back to the full solution view of the assignment.

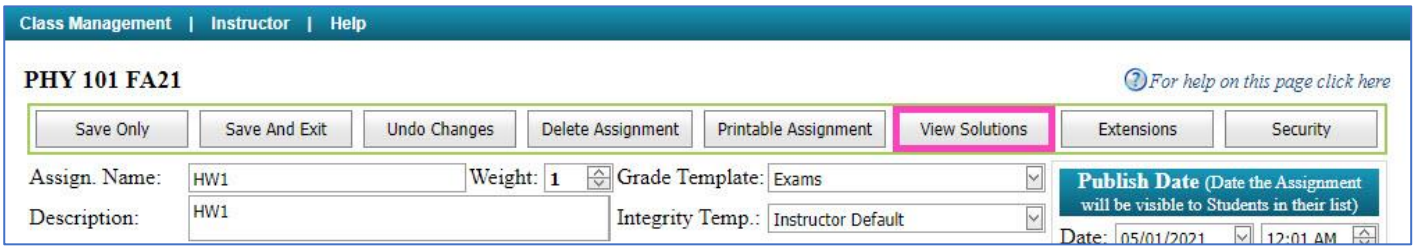
Figure 158: Assignment Basic Answer View



Edit Assignment View Solutions

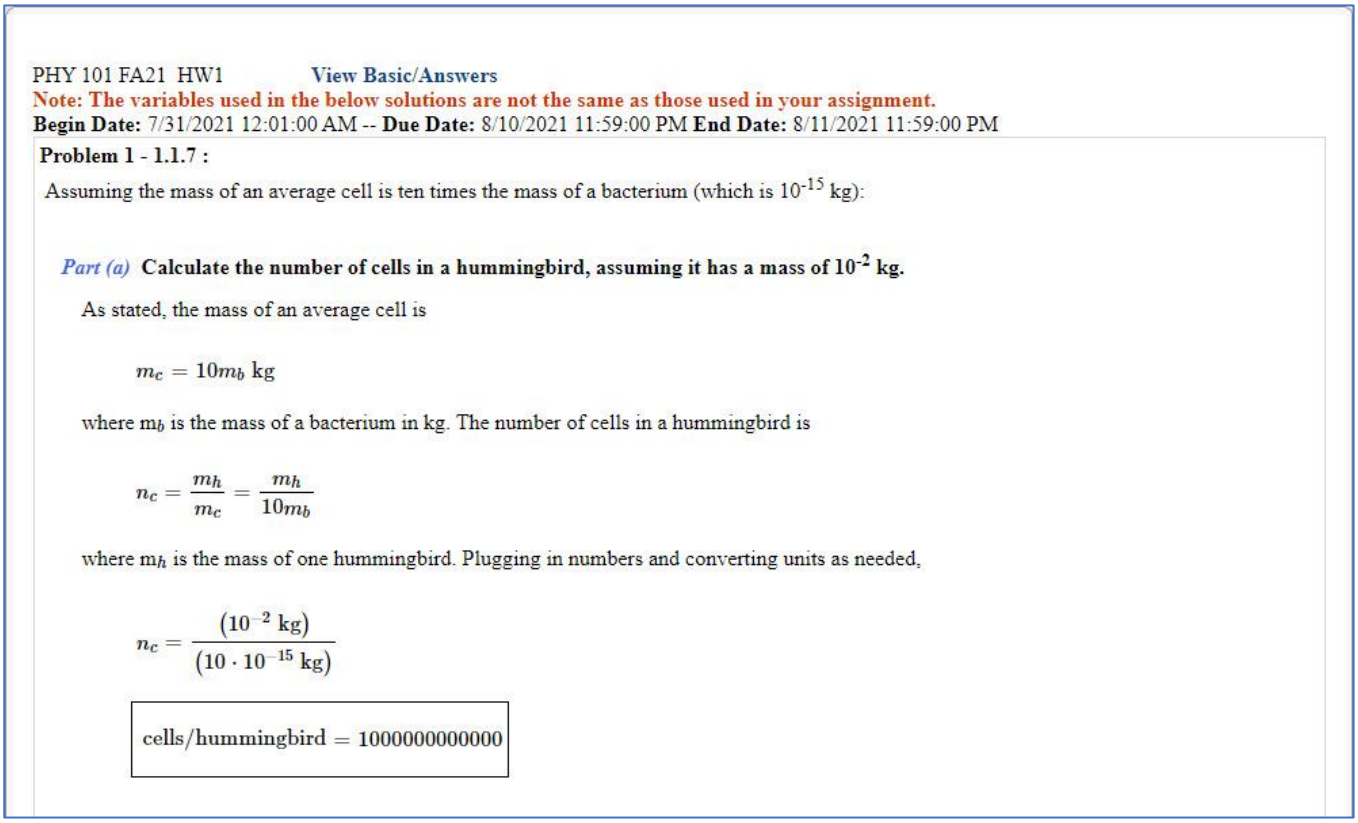
Assignment solutions can also be viewed while in the ***Edit Assignment*** screen by clicking on the ***View Solutions*** button at the top (**Figure 159**).

Figure 159: View Solutions Button



After clicking on the ***View Solutions*** button, a new tab will open in your browser and the full solutions to the assignment will be displayed (**Figure 160**). As you can see from the image, this method to ***View Solutions*** is the same as the previously mentioned ***View Assignment Solutions***. Click on ***View Basic/Answers*** to switch to the basic answer view of the assignment and click on ***View Full Solutions*** to switch back to the full solutions view when in the basic answer view. To exit, close the opened tab with the solutions or you can switch back to the tab with the ***Edit Assignment*** screen.

Figure 160: View Solutions from the Edit Assignment Screen



PHY 101 FA21 HW1 **View Basic/Answers**

Note: The variables used in the below solutions are not the same as those used in your assignment.

Begin Date: 7/31/2021 12:01:00 AM -- **Due Date:** 8/10/2021 11:59:00 PM **End Date:** 8/11/2021 11:59:00 PM

Problem 1 - 1.1.7 :

Assuming the mass of an average cell is ten times the mass of a bacterium (which is 10^{-15} kg):

Part (a) **Calculate the number of cells in a hummingbird, assuming it has a mass of 10^{-2} kg.**

As stated, the mass of an average cell is

$$m_c = 10 m_b \text{ kg}$$

where m_b is the mass of a bacterium in kg. The number of cells in a hummingbird is

$$n_c = \frac{m_h}{m_c} = \frac{m_h}{10 m_b}$$

where m_h is the mass of one hummingbird. Plugging in numbers and converting units as needed,

$$n_c = \frac{(10^{-2} \text{ kg})}{(10 \cdot 10^{-15} \text{ kg})}$$

$$\text{cells/hummingbird} = 1000000000000$$

Students can View Solutions

In the ***Edit Assignment*** screen on the right-hand side, there is a setting ***Students can View Solutions***. This setting allows the student to view the full solutions to the assignment starting on the date entered.

To enable this setting, click on the check box (Figure 161).

Figure 161: Students can View Solutions Setting

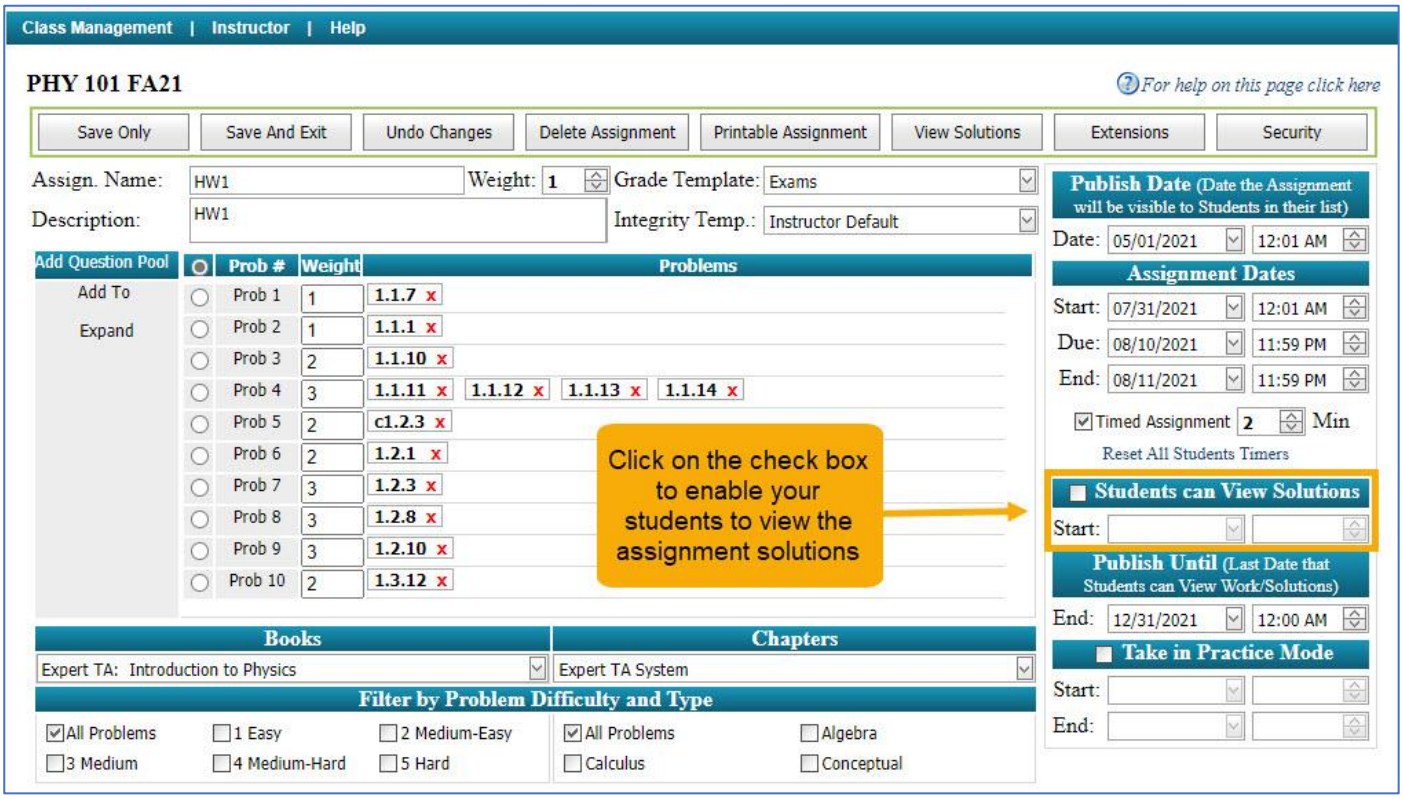
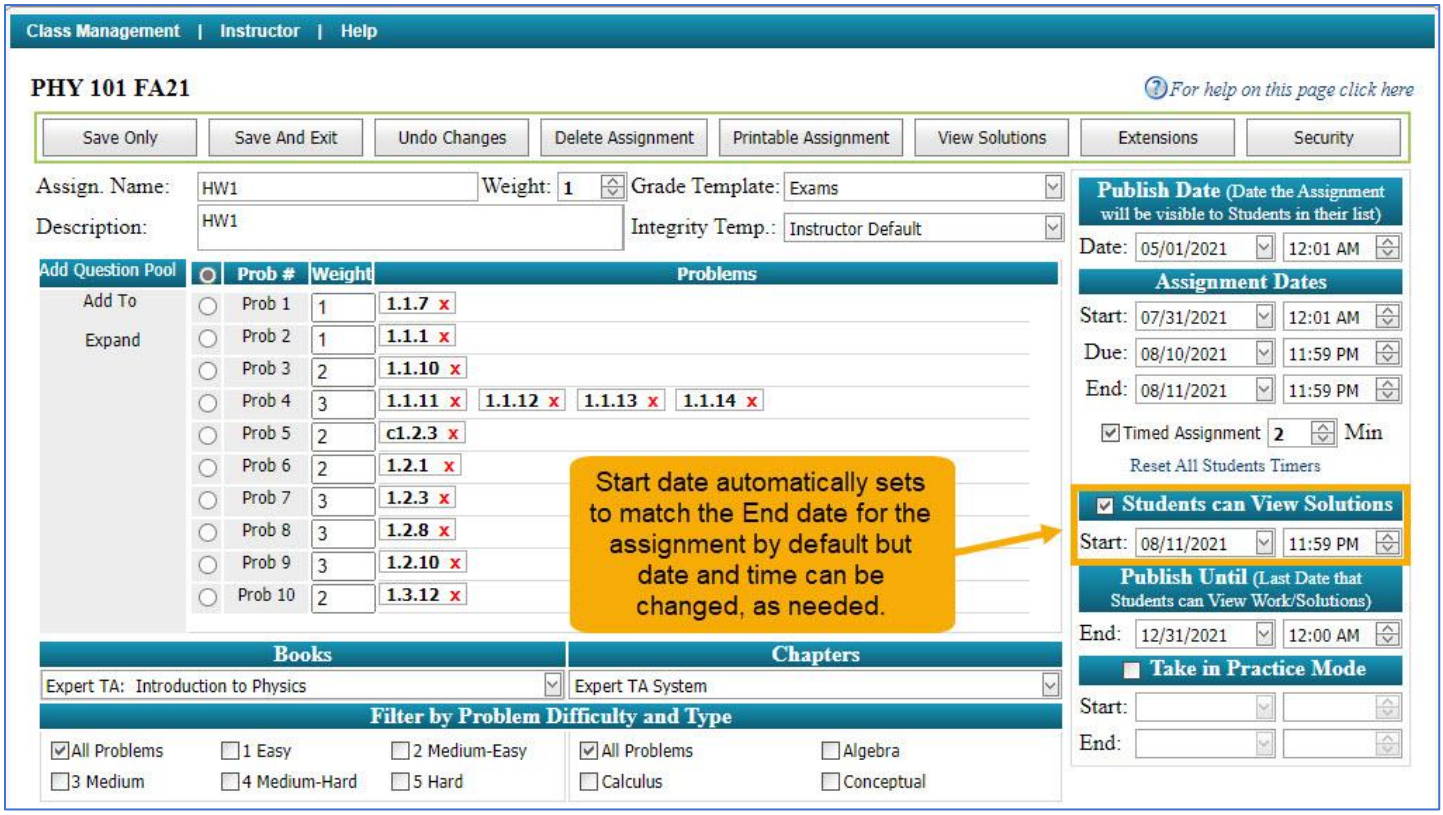


Figure 162: Students can View Solutions Warning Notification

When you click on the checkbox, a pop-up message will appear to warn you to validate any existing extensions to ensure they are set to have access to solutions based on the individual settings (Figure 162). For more information on extensions see **Managing Extensions for a Student**.

Next, enter the date and time you want the students to be able to view the solutions to the assignment, see Figure 163. The date can be edited by typing in the box or by using the down arrow to select a date from the calendar. The time can be updated by typing in the box or by using the up or down arrows.

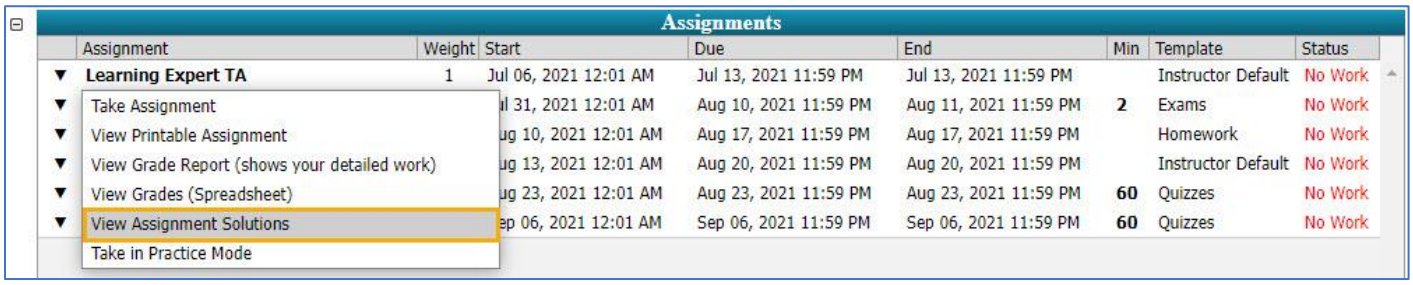
Figure 163: Students can View Solutions - Enter Date



Note: The ***Start*** date for this setting will automatically default to match the ***End*** date and time of the assignment, but the date and time can be set to any date and time desired.

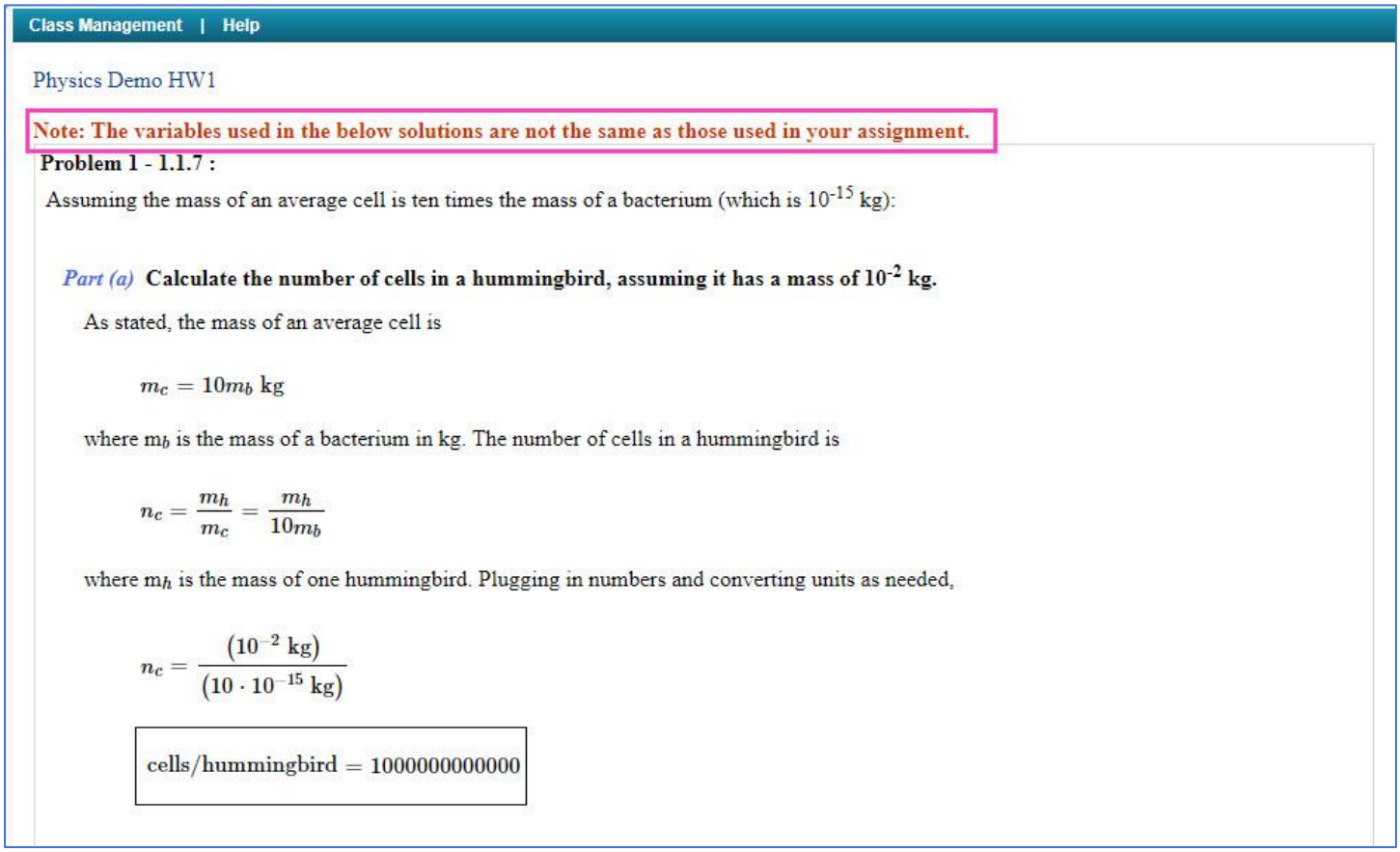
With the ***Students can View Solutions*** setting enabled and after the set ***Start*** date has passed, a student can view the solutions to an assignment by clicking on the assignment and selecting ***View Assignment Solutions*** (Figure 164).

Figure 164: View Assignment Solutions as Configured



After clicking on ***View Assignment Solutions***, the student will see step by step solutions to their assignment just like the instructor, see **Figure 165**. At the top of the page, you will see "**Note: The variables used in the below solutions are not the same as those used in your assignment.**" This means that if a problem has a random variable assigned, the student will see the problem solved for the stated random variable. This will not be the same random variable that the student received when working on their assignment.

Figure 165: View Assignment Solutions as Configured - Student View



For example, in **Figure 166** you can see the random variable of 3.102cm was used to solve the problem in the ***View Assignment Solutions***. In **Figure 167**, you can see that the student was assigned a different random variable of 3.232cm for this assignment.

Figure 166: View Assignment Solutions as Configured Example

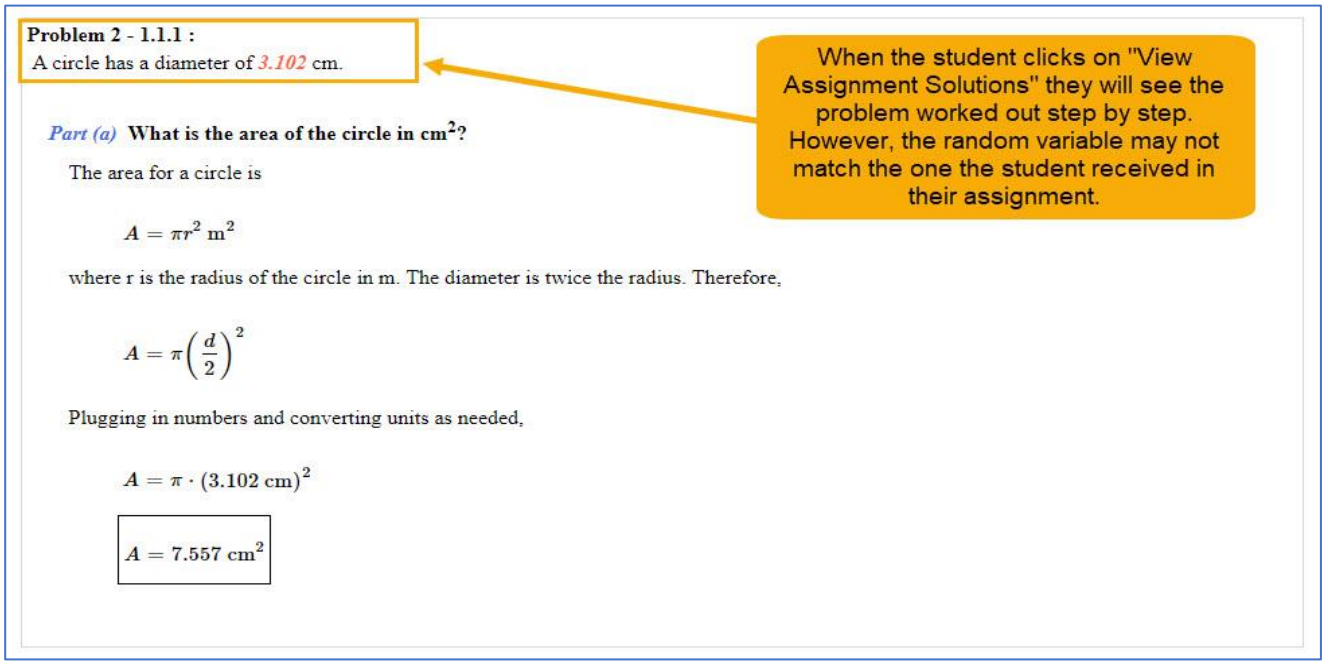
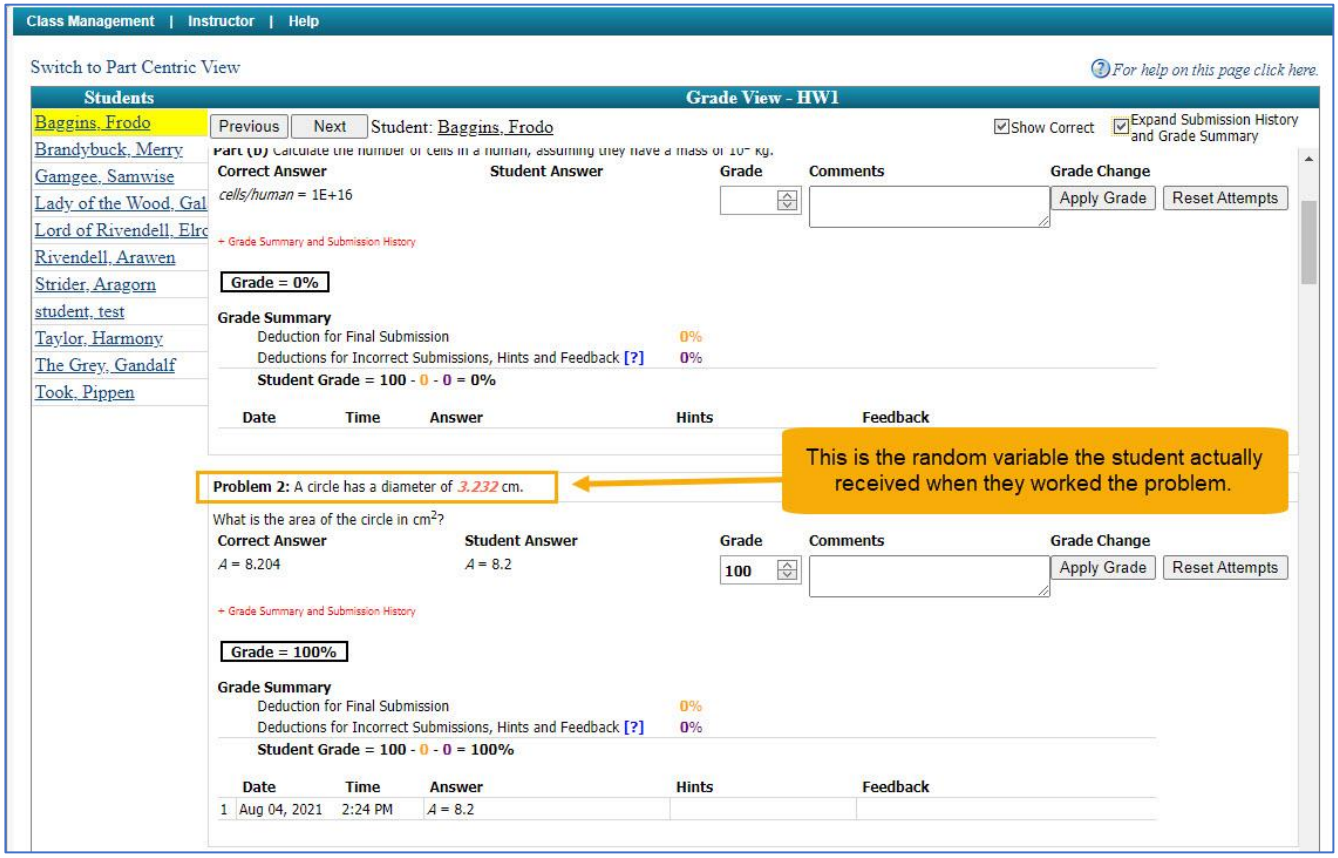
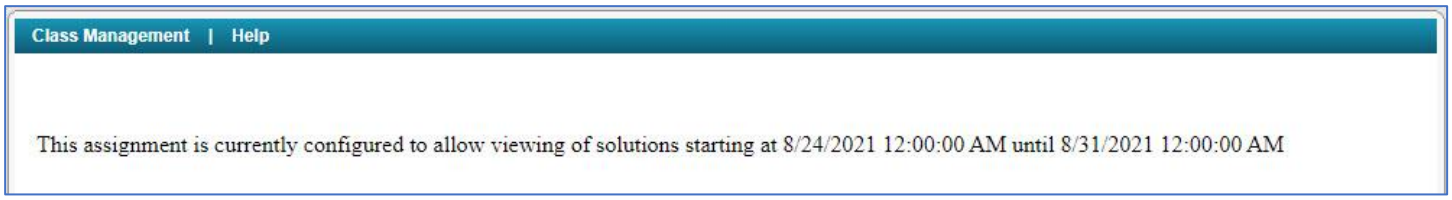


Figure 167: View Assignment Solutions as Configured - Actual Variable Assigned to Student



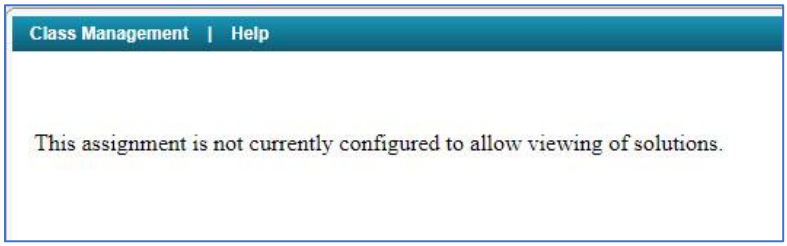
If the student clicks on ***View Assignment Solutions*** before the ***Start*** date configured in ***Students can View Solutions***, they will receive a message with the time and date when the solutions will be visible, like the one in **Figure 168**.

Figure 168: View Assignment Solutions as Configured - Will Be Available



If ***Students can View Solutions*** is **NOT** enabled, the student will receive a message "*This assignment is not currently configured to allow viewing of solutions*" when they click on ***View Assignment Solutions,*** see **Figure 169**.

Figure 169:View Assignment Solutions as Configured - Not Configured

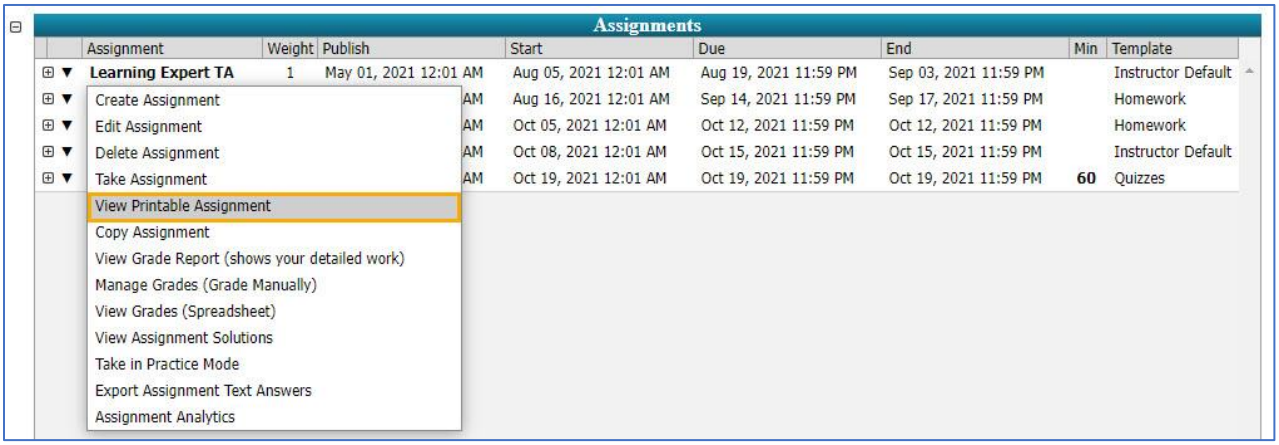


Printable Assignment

Expert TA offers a way to print a blank assignment to allow an assignment to be completed by hand, as opposed to the online graded version.

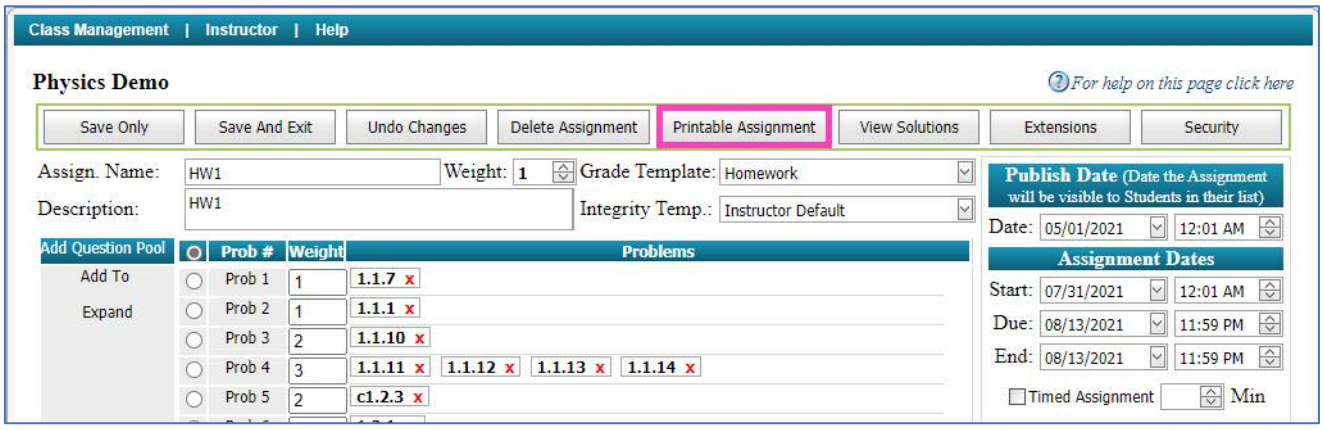
One way to access a printable version of the assignment is from the ***Class Management*** screen. Click on the assignment and select ***View Printable Assignment*** from the menu, see **Figure 170**.

Figure 170: Select View Printable Assignment



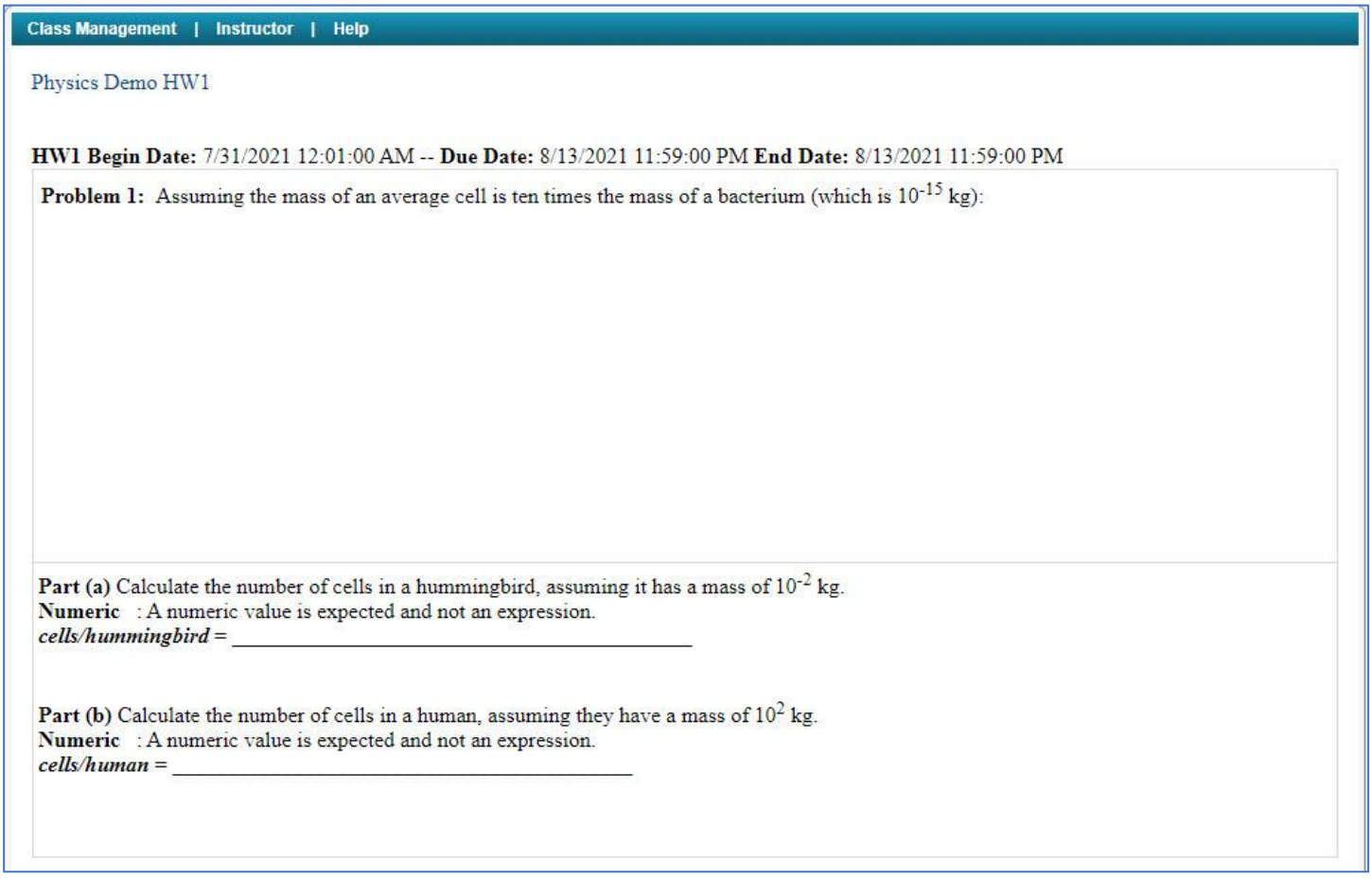
The other way you can access a printable assignment is to click ***Printable Assignment*** button in the ***Edit Assignment*** screen, see **Figure 171**.

Figure 171: Printable Assignment Button in Edit Assignment Screen



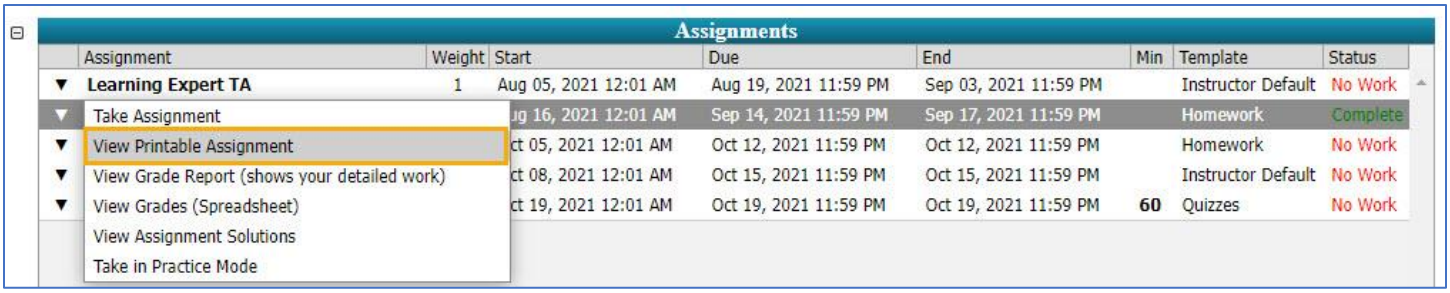
Either way you access the printable assignment, the results will be the same and will look like the sample in (**Figure 172**). To print the assignment, right click on the assignment and select print or you can use the keyboard shortcut (CTRL+P).

Figure 172: Printable Assignment Sample



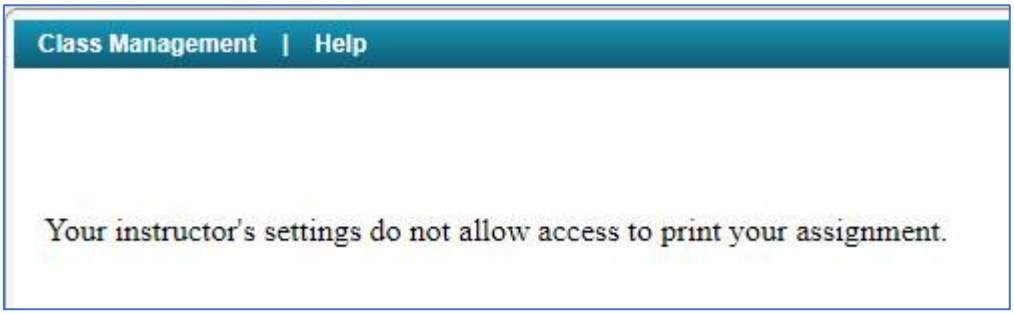
As previously mentioned in ***Access to Printable Assignment***, if this setting is enabled the student can access a printable version of the assignment by clicking on the assignment and selecting ***View Printable Assignment***, see **Figure 173**.

Figure 173: Select View Printable Assignment - Student Menu



If ***Access to Printable Assignment*** is not enabled and the student clicks on ***View Printable Assignment***, the student will not be able to access a printable version of their assignment. The student will receive the following message, see **Figure 174**.

Figure 174: View Printable Assignment Not Allowed

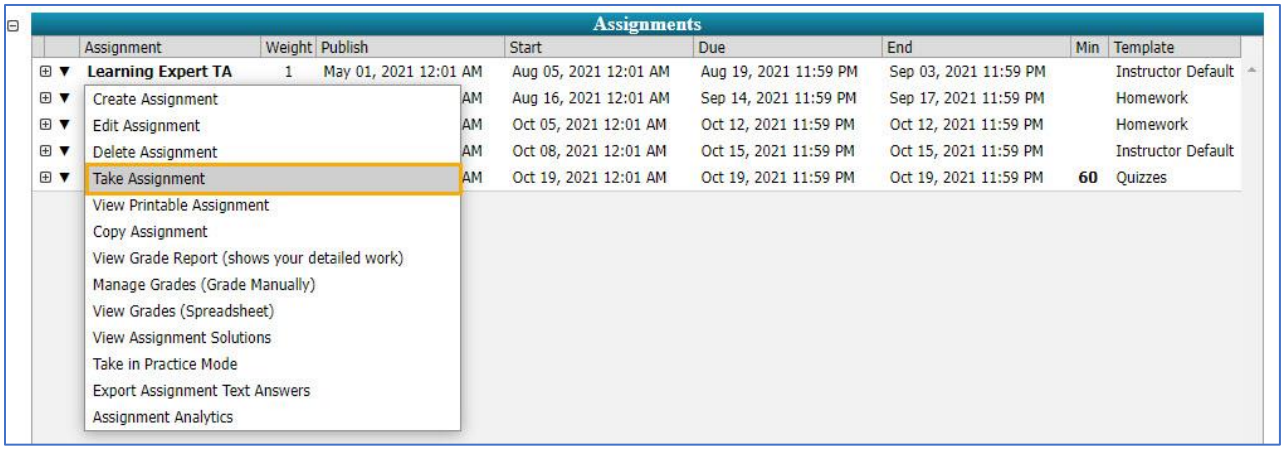


Take Assignment

Take assignment allows you to evaluate your assignment problems and settings by working the assignment as a student.

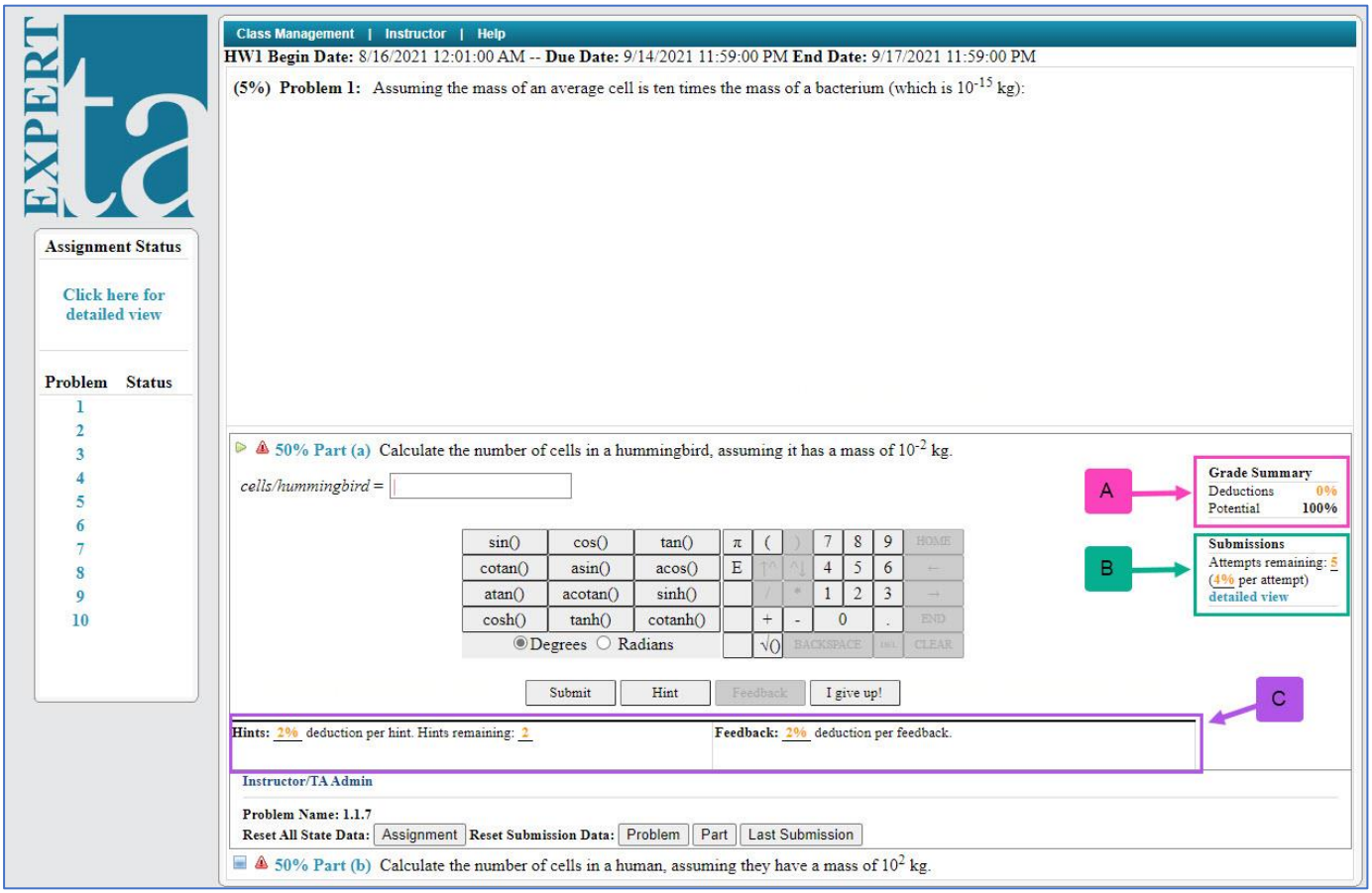
From the ***Class Management*** screen, click on the assignment and select ***Take Assignment*** from the menu, (**Figure 175**).

Figure 175: Select Take Assignment



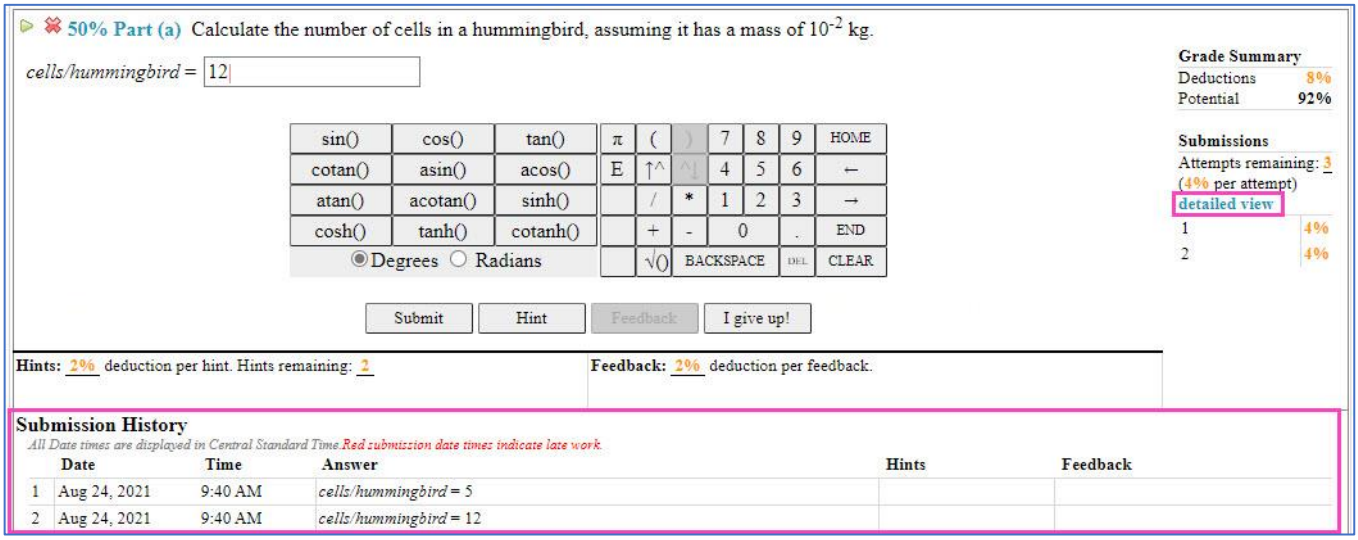
This will open the assignment where you can work the assignment like a student, see (**Figure 176**).

Figure 176: Take Assignment



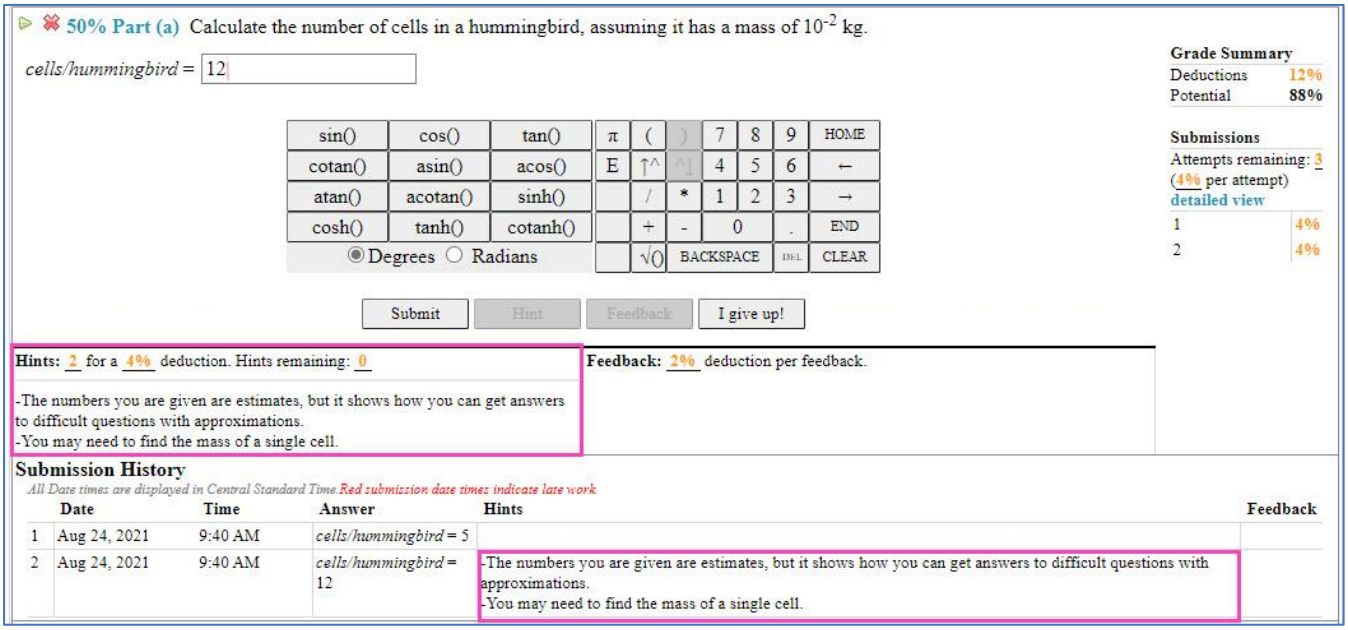
A. ***Grade Summary*** – Shows the student any deductions they have earned from submission attempts, Hints, and Feedback. It also shows their potential score for the assignment after subtracting any deductions the student earned.
B. ***Submissions*** – Shows the student the number of attempts remaining for the problem and the deduction for each attempt. If you click on detailed view, a detailed list of previous submissions will be displayed at the bottom of the question under the Hints and Feedback areas (**Figure 177**).

Figure 177: Detailed View - Submission History



C. ***Hints & Feedback*** – If the student selects the ***Hint*** button or the ***Feedback*** button, the Hint or Feedback will be displayed in this area, see **Figure 178**. This also shows the student the deduction for accessing each Hint or Feedback and may show the number of Hints or Feedback remaining.

Figure 178: Take Assignment - Hints & Feedback



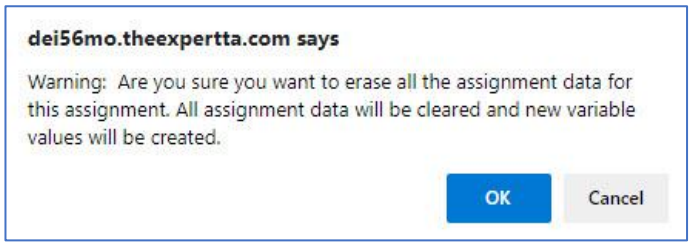
Instructor/TA Admin Area

The ***Instructor/TA Admin*** area is not visible to the students and provides additional functionality to an instructor when evaluating an assignment or specific problems in an assignment (**Figure 179**).

Figure 179: Instructor/TA Admin Area

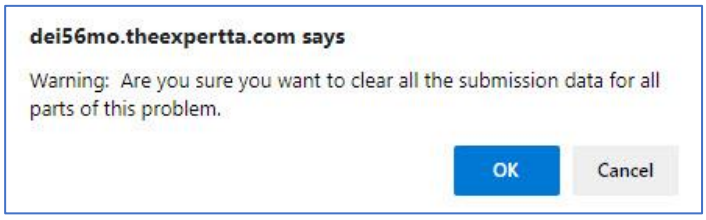
A. ***Assignment*** button – will reset all submitted data for an assignment and new variable values will be created. When you click on this button, a warning notification will appear, like **Figure 180**. Click the ***OK*** button to continue or ***Cancel*** button to return to the assignment without resetting any data.

Figure 180: Assignment Reset Warning



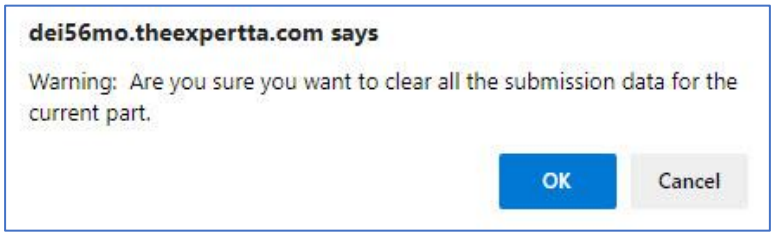
B. ***Problem*** button – will reset all submitted data for the active problem. When you click on this button, a warning notification will appear, like **Figure 181**. Click the ***OK*** button to continue or ***Cancel*** button to return to the assignment without resetting any data.

Figure 181: Problem Reset Warning



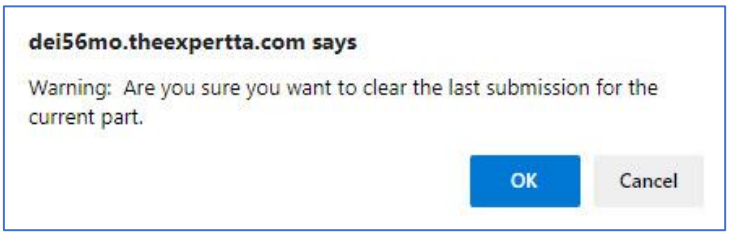
C. ***Part*** button – will reset all submitted data for the active part of the assignment. When you click on this button, a warning notification will appear like Figure 182. Click the ***OK*** button to continue or ***Cancel*** button to return to the assignment without resetting any data.

Figure 182: Problem Part Reset Warning



D. ***Last Submission*** button– will reset only the last submission for the active part of the assignment. When you click on this button, a warning notification will appear, like Figure 183. Click the ***OK*** button to continue or ***Cancel*** button to return to the assignment without resetting any data.

Figure 183: Problem Part Last Submission Reset Warning

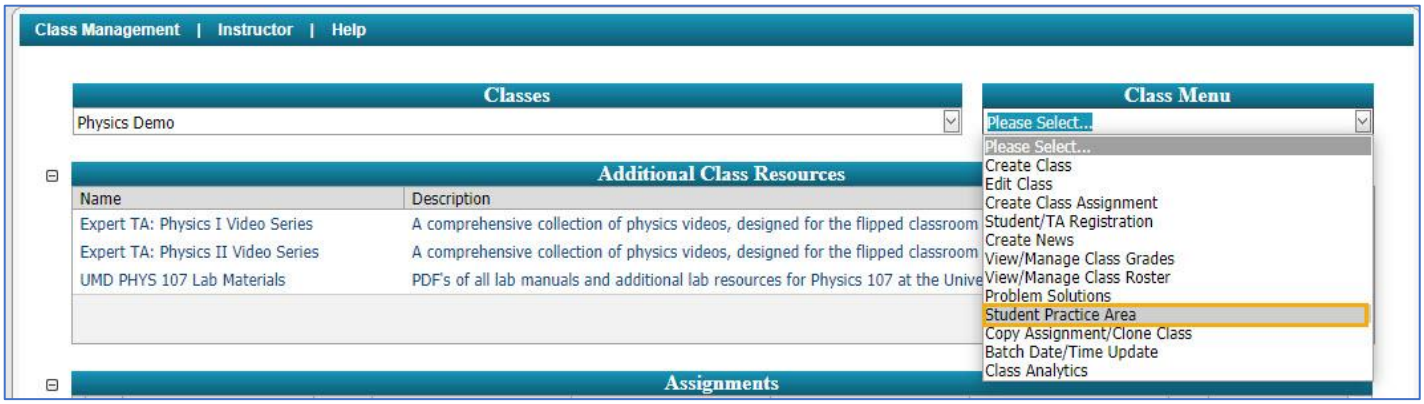


Student Practice Area

Note: The ***Student Practice Area*** only applies to the Introduction to Physics book. Take in Practice Mode is currently recommended for all subjects and is discussed in greater detail later in this manual.

The ***Student Practice Area*** allows students to create a tutorial assignment for additional practice in an area that will not affect the student's grade. To access the ***Student Practice Area***, click on the ***Class Menu*** drop-down and select ***Student Practice Area*** (Figure 184).

Figure 184: Select Student Practice Area



After selecting ***Student Practice Area***, a new window will be displayed like the one in **Figure 185**. This area works similarly to the ***Create/Edit Assignment*** except that ***Tutorial Assignments*** cannot be saved.

Figure 185: Student Practice Area

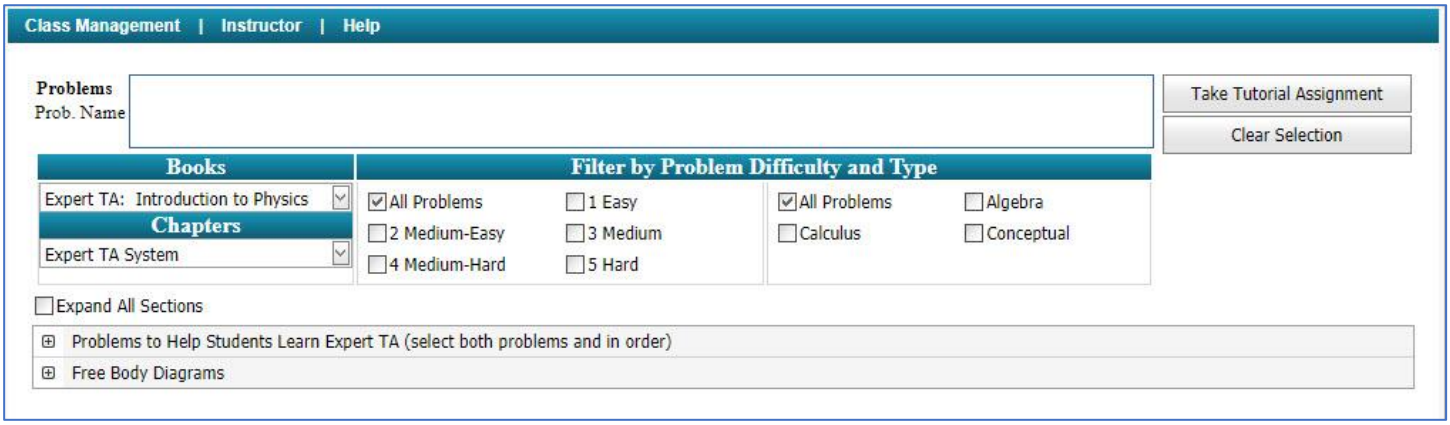
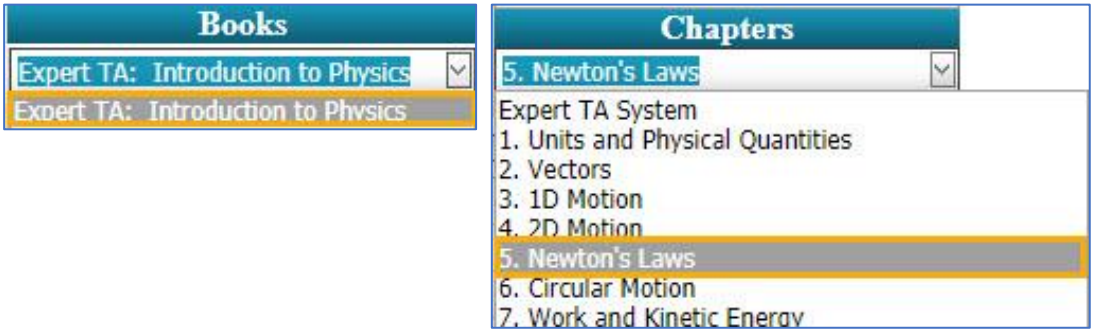


Figure 186: Student Practice Area - Book & Chapter Selection

First, select the book you want to use from the ***Books*** drop-down and then select the chapter from the ***Chapters*** drop-down (**Figure 186**).



Next, select the problems you want to practice with by clicking on the checkbox in the upper left-hand corner next to the problem name, see (**Figure 187**).

Figure 187: Student Practice Area - Select Problems for Practice

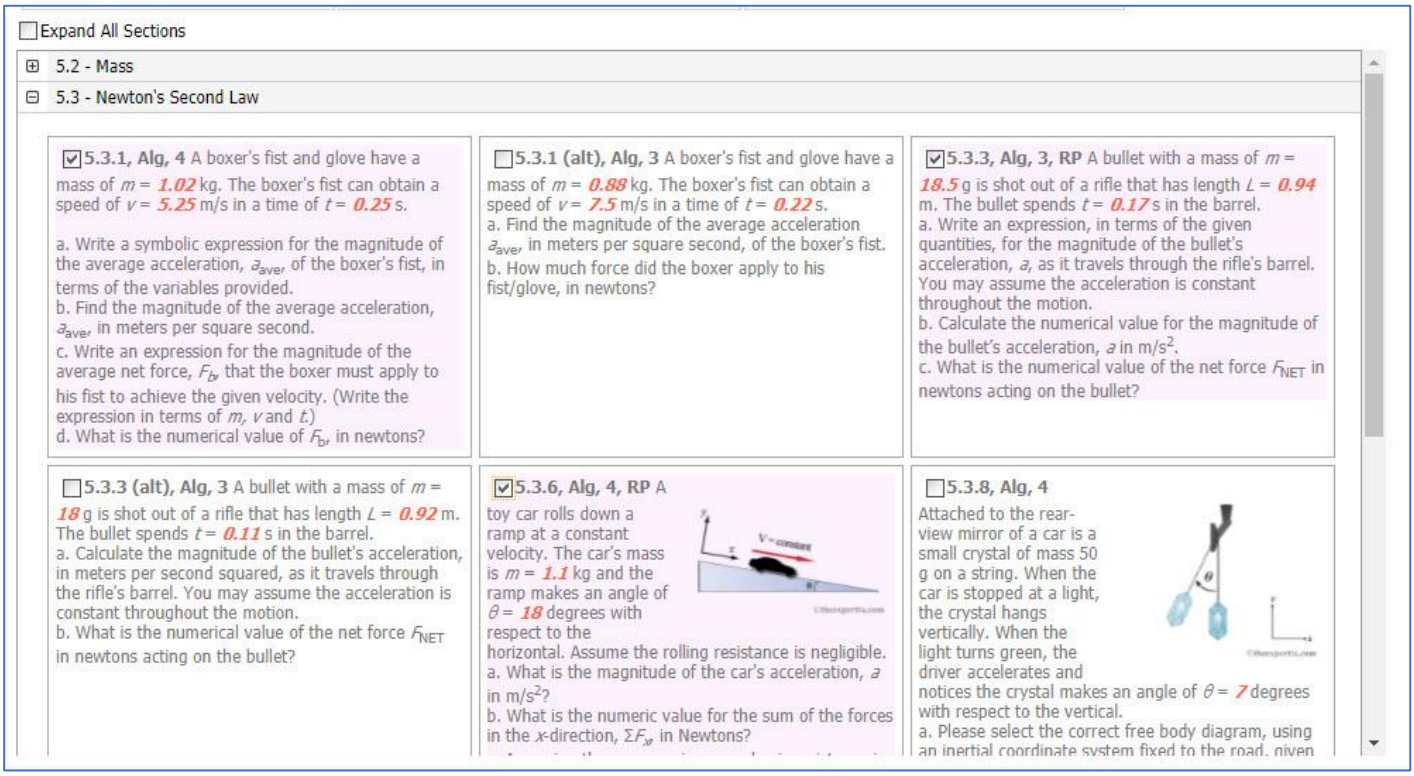
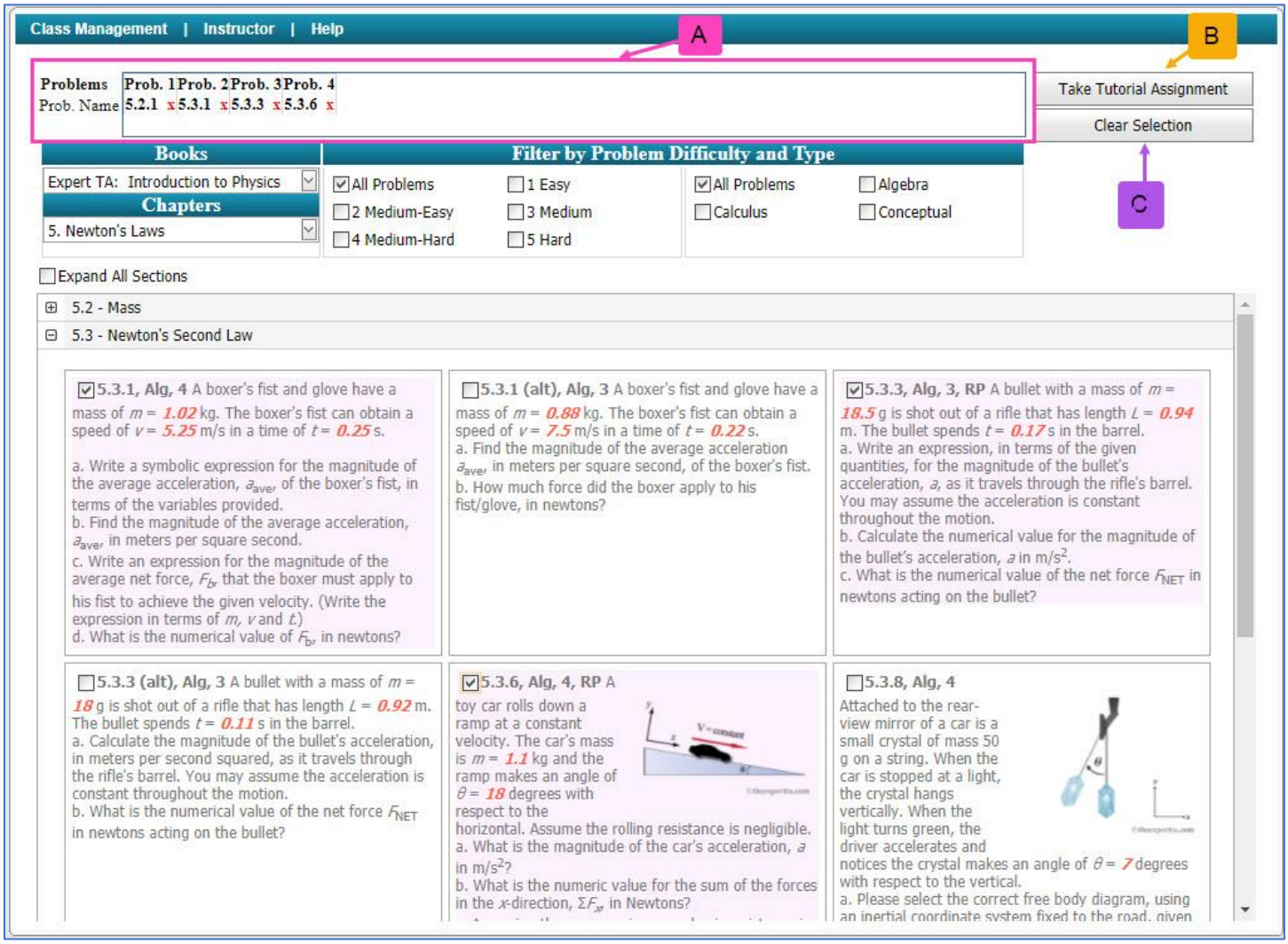


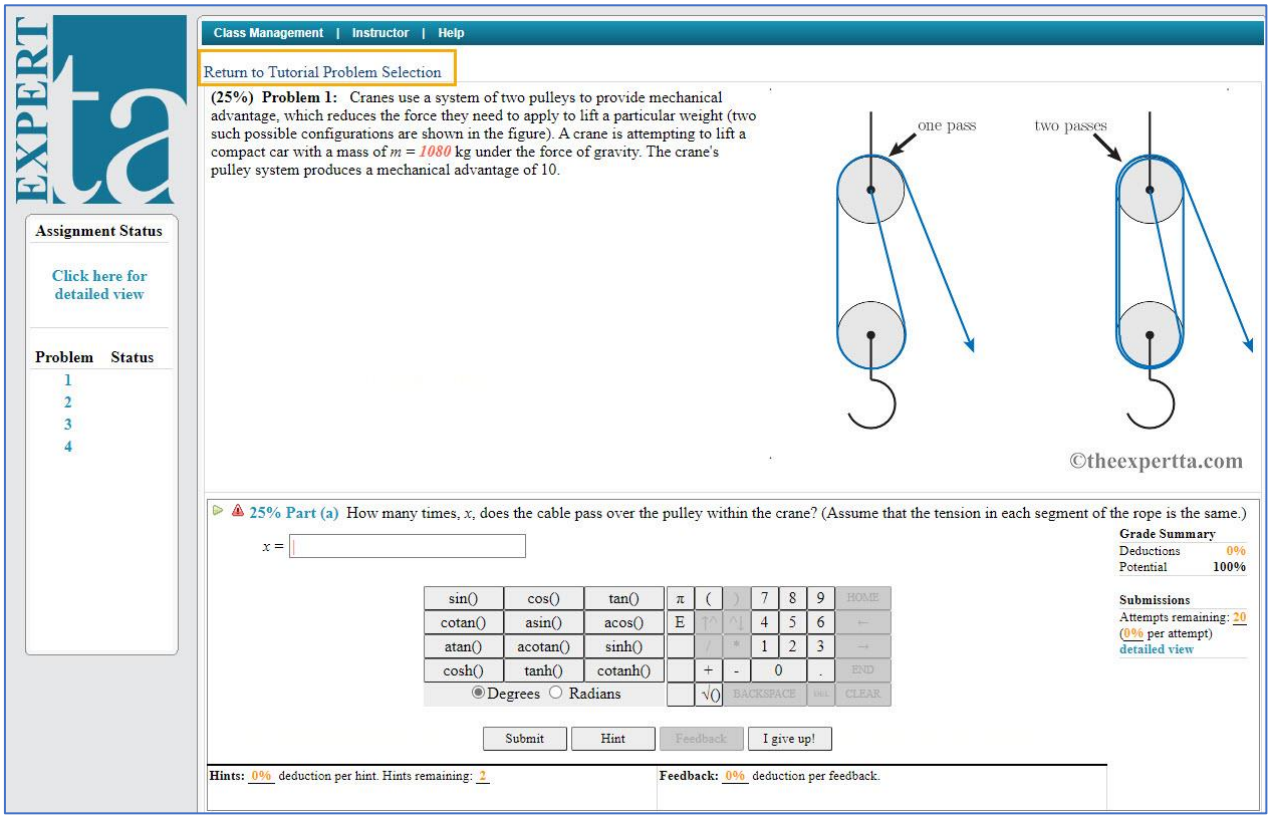
Figure 188: Student Practice Area - Tutorial Assignment



A. ***Problems*** area – Selected problems will appear in this area (Figure 188), in the order they were selected. Individual problems can be removed by clicking on the x.

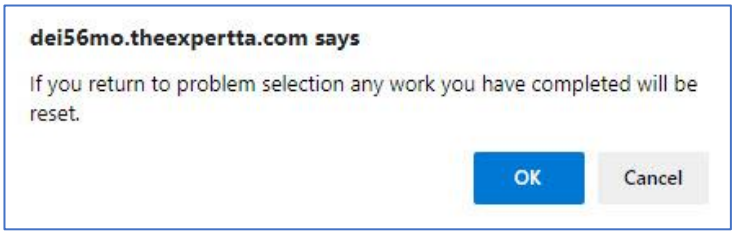
B. ***Take Tutorial Assignment*** button – Clicking this button (Figure 188) will take you to the tutorial assignment you created. The tutorial assignment has the same functionality as any other assignment, but it does not count toward any grade. Click on ***Return to Tutorial Problem Selection*** at any time to start the assignment over or to create a new assignment (Figure 189).

Figure 189: Student Practice Area - Take Tutorial Assignment



If you click on ***Return to Tutorial Problem Selection***, you will see a warning like (Figure 190). Click the ***OK*** button to ***Return to Tutorial Problem Selection*** or click the ***Cancel*** button to stay in the current tutorial assignment.

Figure 190: Return to Tutorial Problem Selection Warning



C. ***Clear Selection*** button – Clicking this button will clear all the selected problems in the ***Problems*** area so that you can create a new tutorial assignment.

To exit the ***Student Practice Area***, click on ***Class Management*** in the upper left-hand corner.

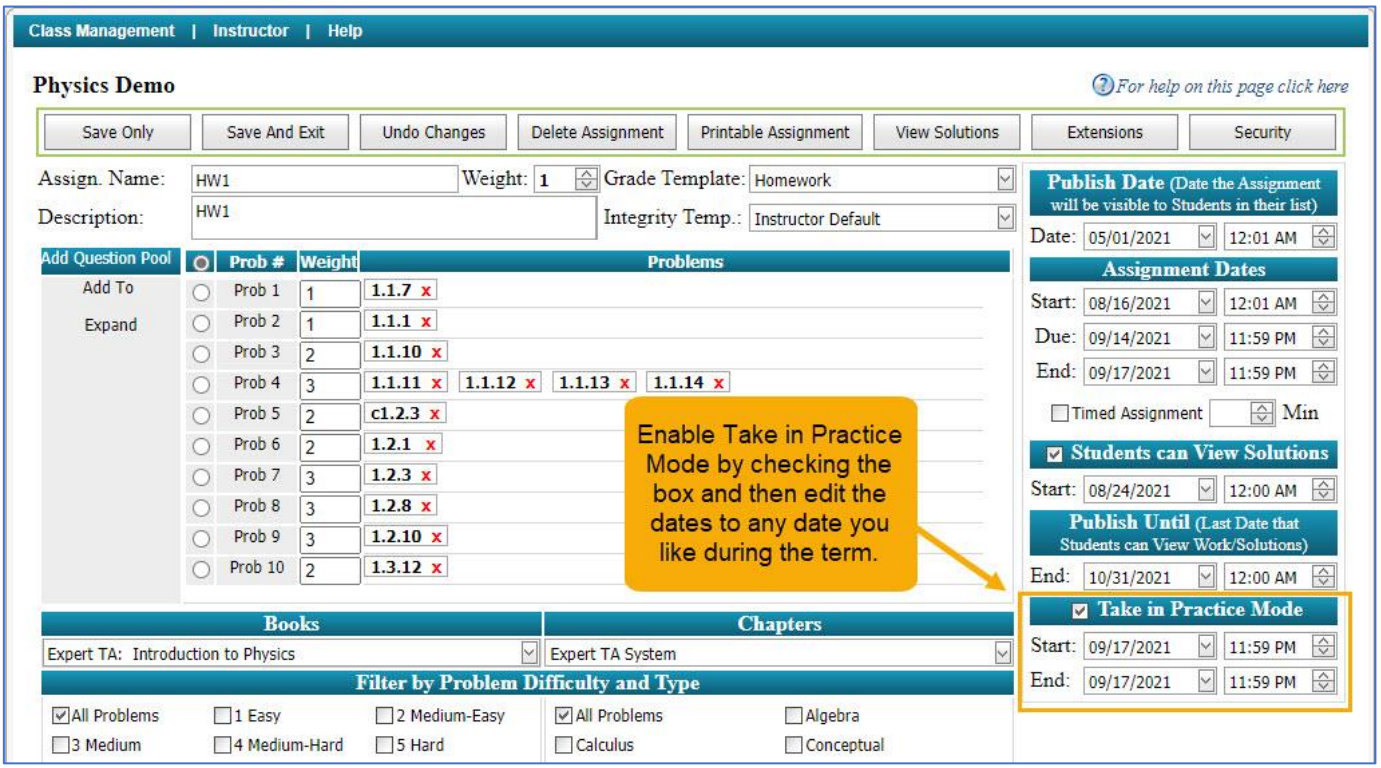
Take in Practice Mode

Take in ***Practice Mode*** allows students to practice with the assignments in their class but without affecting their grade.

To enable ***Take in Practice Mode*** on an assignment:

1. Locate the assignment on the ***Class Management*** page
2. Click on the ▼ or click on the assignment name and select ***Edit Assignment*** from the menu.
3. On the ***Edit Assignment*** screen, click on the checkbox next to ***Take in Practice Mode*** located near the bottom right-hand corner (Figure 191).

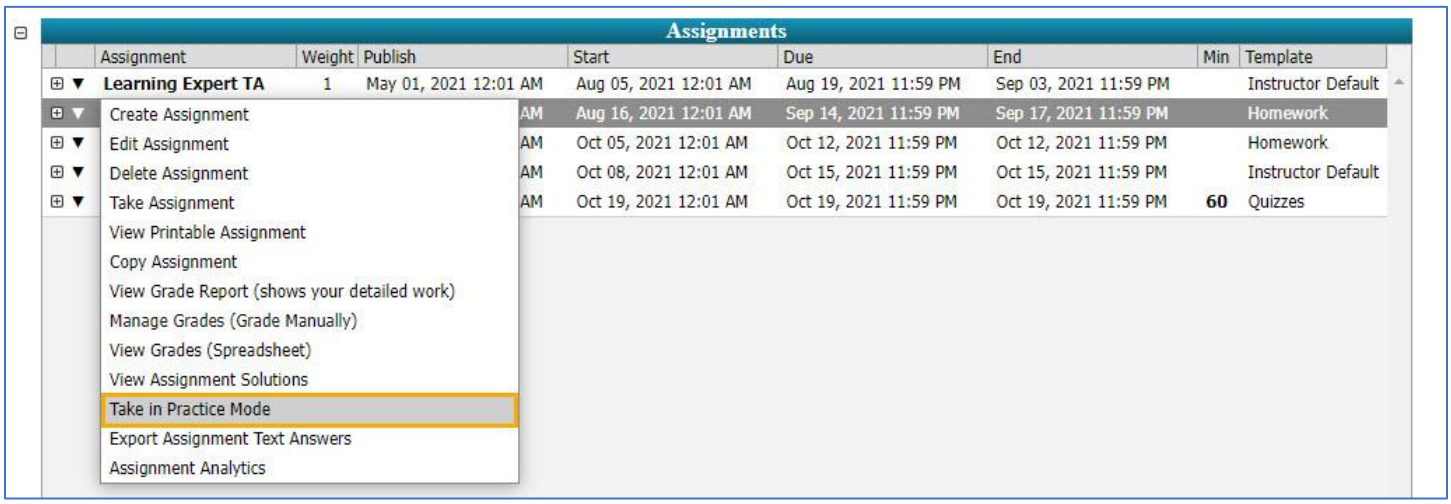
Figure 191: Setup Take in Practice Mode



4. Select the ***Start*** and ***End*** dates. The system will automatically populate the ***Start*** and ***End*** date to match the ***End*** date of your assignment but can be changed to any date within the term.

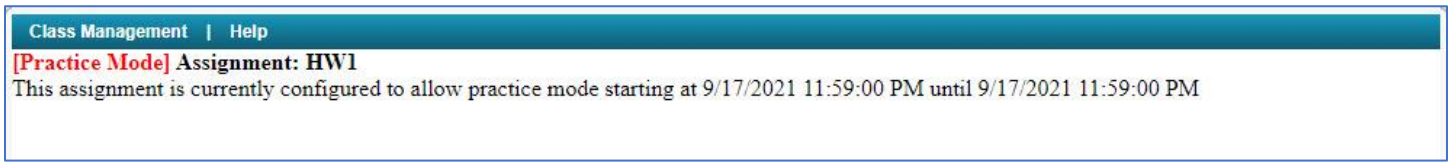
Once this setting has been enabled, ***Take in Practice Mode*** can be accessed by instructors and students by clicking on the assignment and selecting ***Take in Practice Mode*** from the menu, see **Figure 192**.

Figure 192: Select Take in Practice Mode



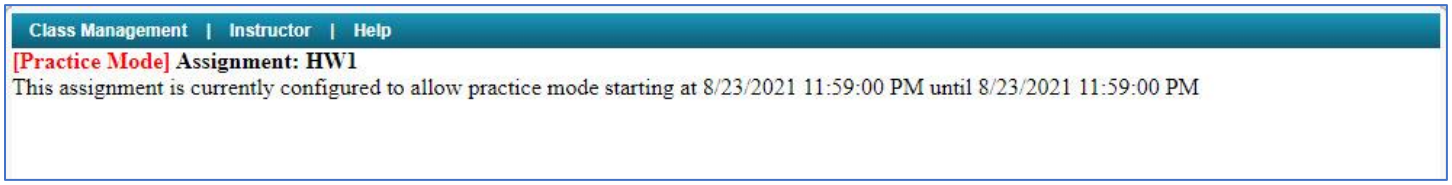
If ***Take in Practice Mode*** is selected before the set ***Start*** date, a message like the one in **Figure 193** will appear. To exit this message, click on ***Class Management*** in the upper left-hand corner.

Figure 193: Practice Mode Message Before Start Date



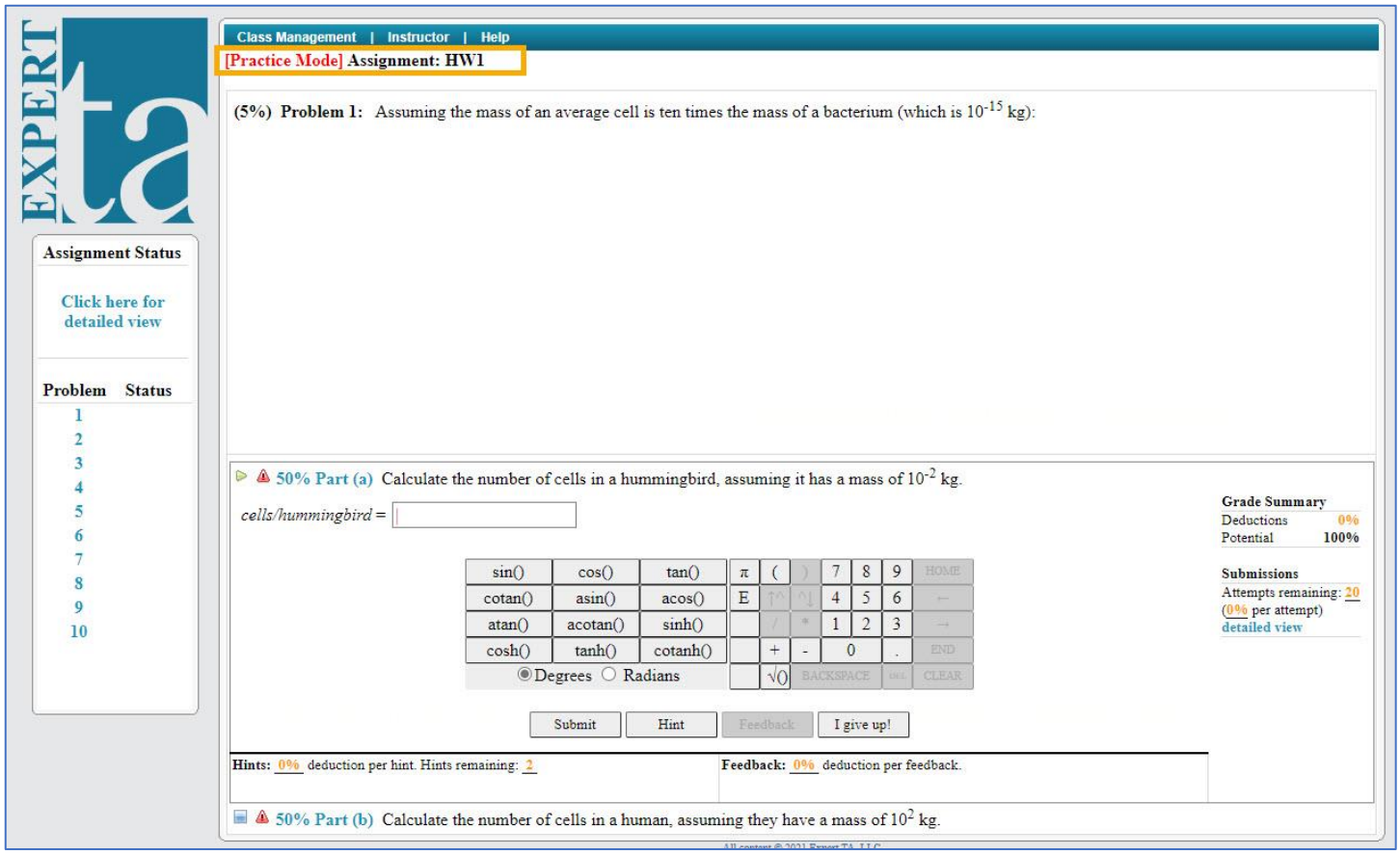
If ***Take in Practice Mode*** is selected after the ***End*** date, a message like the one in **Figure 194** will appear. To exit this message, click on ***Class Management*** in the upper left-hand corner.

Figure 194: Take in Practice Mode After End Date Message



If ***Take in Practice Mode*** is selected after the selected ***Start*** date and before the selected ***End*** date, you will see the practice mode assignment like in Figure 195. ***Practice Mode*** looks and functions just like ***Take Assignment*** except that in ***Practice Mode*** you see a red [Practice Mode] next to the assignment name in the upper left-hand corner and the grade does not count toward or against your class grade. To exit ***Practice Mode***, click on ***Class Management*** in the upper left-hand corner of the page.

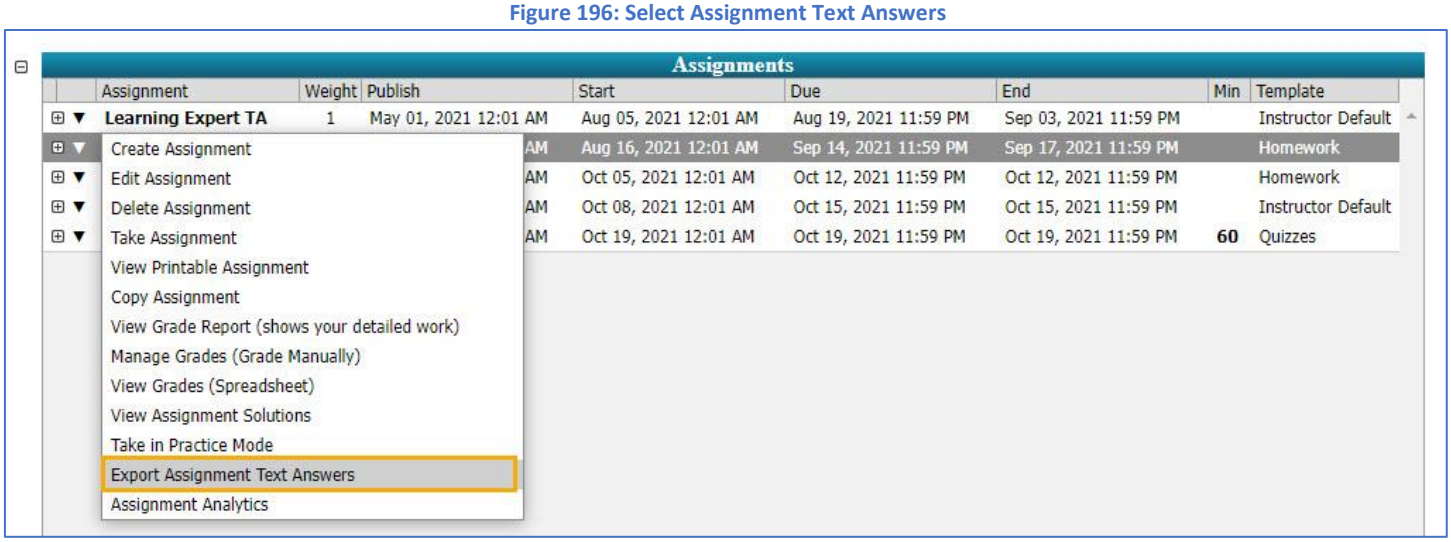
Figure 195: Practice Mode Assignment



Export Assignment Text Answers

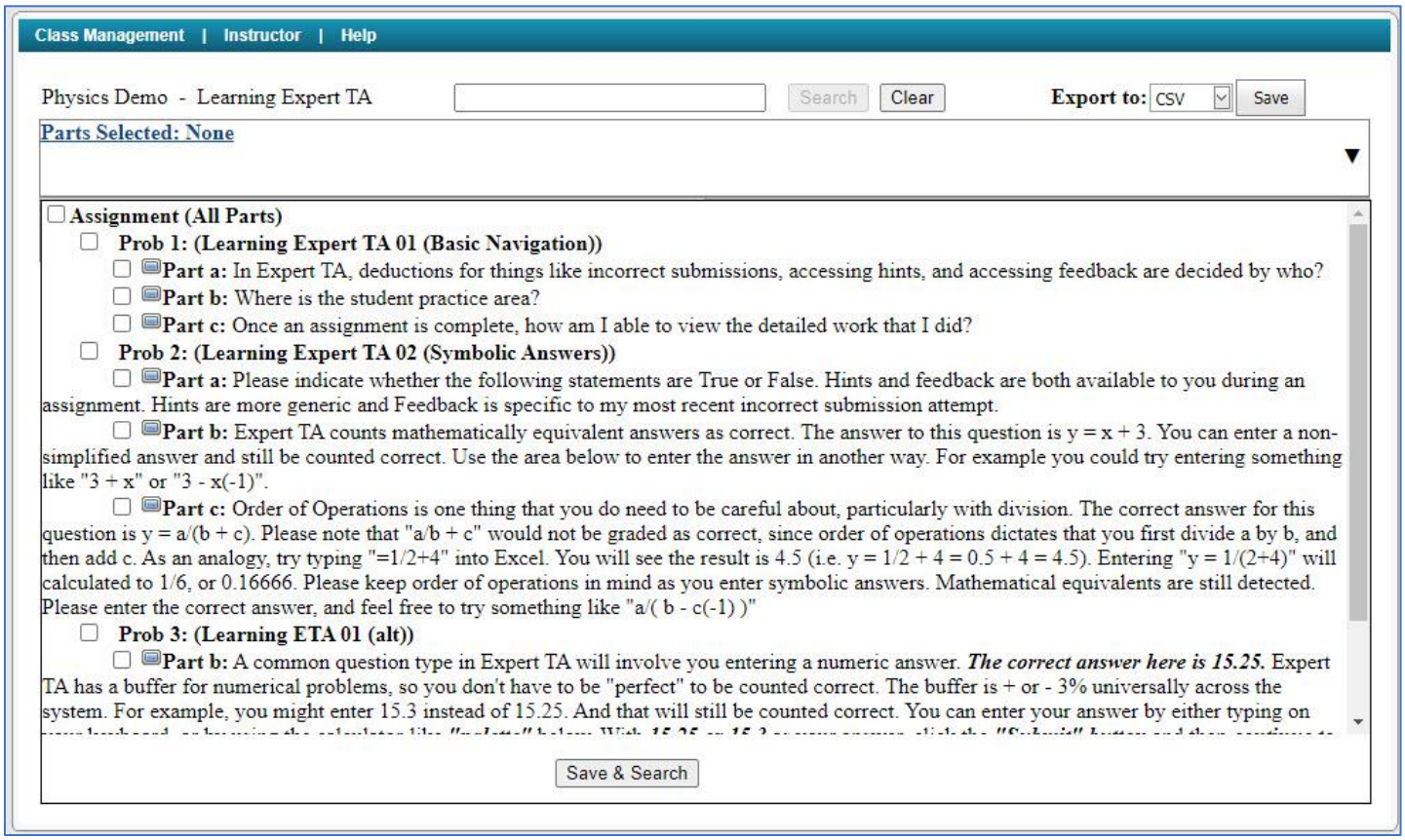
This function will allow you to export students' answers to an assignment or to part of the assignment. This functionality can be accessed from the ***Class Management*** page by clicking on the assignment and selecting **Export Assignment Text Answers** from the menu, see Figure 196.

Figure 196: Select Assignment Text Answers



Once **Export Assignment Text Answers** is selected, you will see a new screen, like **Figure 197**.

Figure 197: Export Assignment Text Answers



Next, select either ***Assignment (All Parts)*** or you can select one or more specific problem or problem parts (Figure 198). When you are finished selecting the problems or problem parts you want to export, click the ***Save & Search*** button at the bottom of the page.

Figure 198: Export Assignment Text Answers - Select Problems

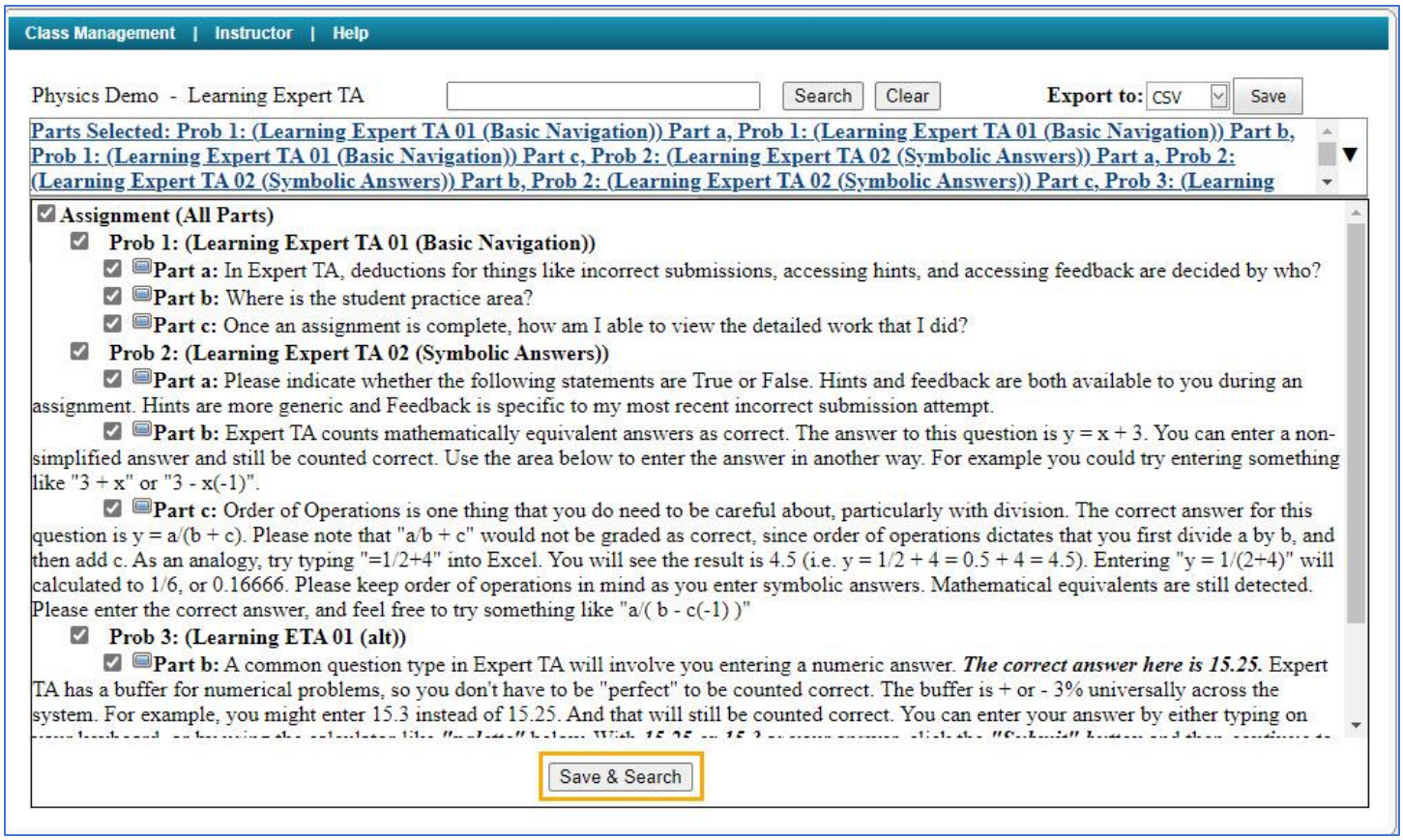
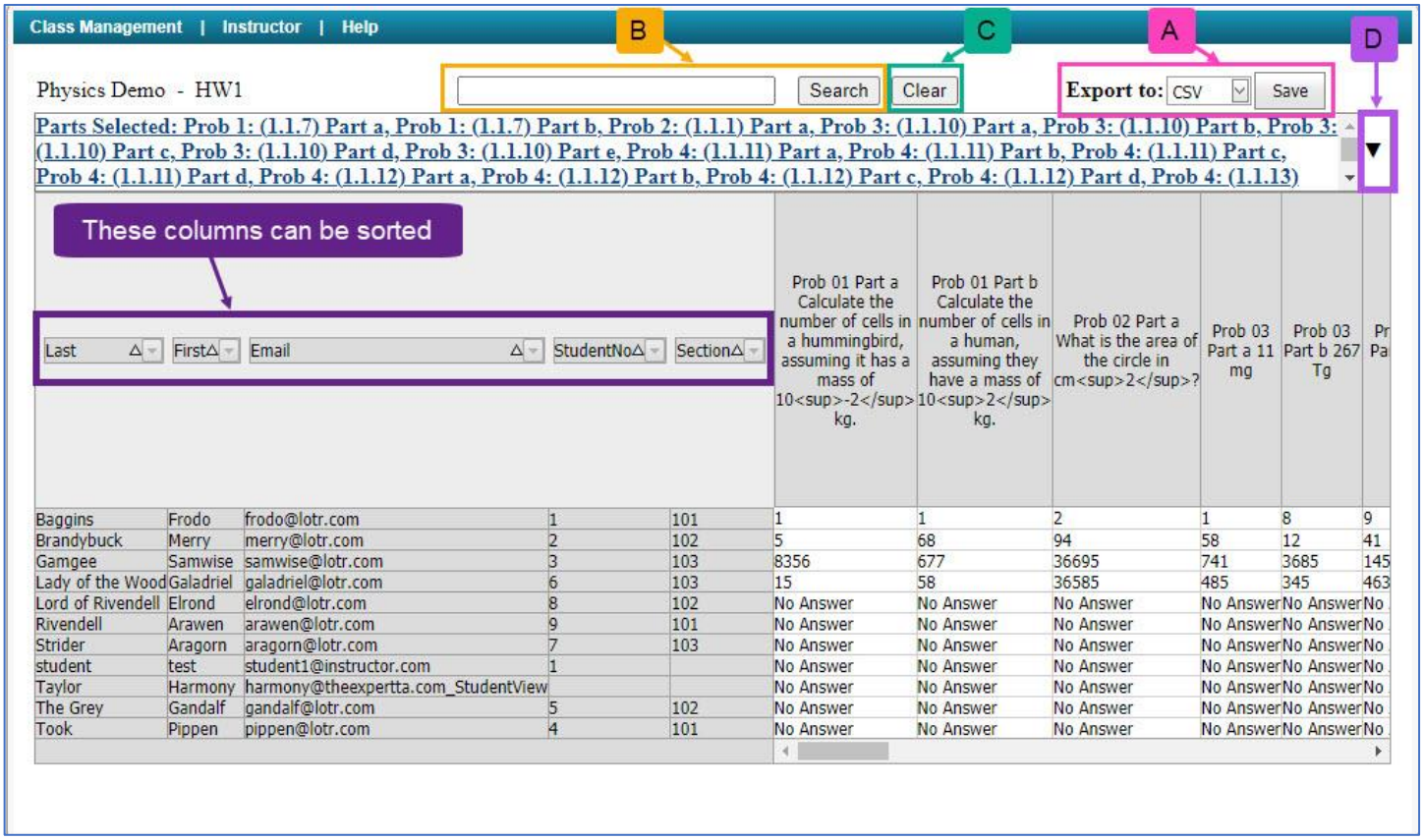


Figure 199: Export Assignment Text Answers Warning Message

After you have clicked on the ***Save & Search*** button, a warning message, like Figure 199, will appear. Acknowledge the message by clicking on the ***OK*** button and do not navigate away from this page or hit any button until the operation is completed.

When the operation completes, you will see a screen, like **Figure 200**.

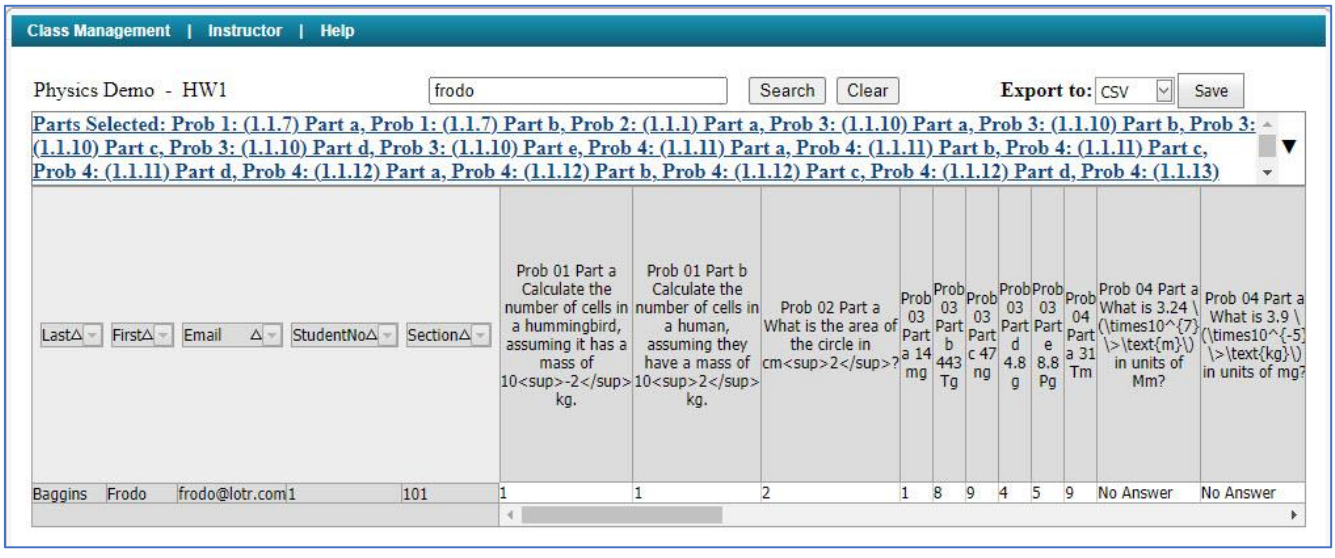
Figure 200: Export Assignment Text Answers Results



Last	First	Email	StudentNo	Section	Prob 01 Part a Calculate the number of cells in a hummingbird, assuming it has a mass of 10⁻² kg.	Prob 01 Part b Calculate the number of cells in a human, assuming they have a mass of 10² kg.	Prob 02 Part a What is the area of the circle in cm²?	Prob 03 Part a 11 mg	Prob 03 Part b 267 Tg	Pr Pa
Baggins	Frodo	frodo@lotr.com	1	101	1	1	2	1	8	9
Brandybuck	Merry	merry@lotr.com	2	102	5	68	94	58	12	41
Gamgee	Samwise	samwise@lotr.com	3	103	8356	677	36695	741	3685	145
Lady of the Wood	Galadriel	galadriel@lotr.com	6	103	15	58	36585	485	345	463
Lord of Rivendell	Elrond	elrond@lotr.com	8	102	No Answer	No Answer	No Answer	No Answer	No Answer	No
Rivendell	Arawen	arawen@lotr.com	9	101	No Answer	No Answer	No Answer	No Answer	No Answer	No
Strider	Aragorn	aragorn@lotr.com	7	103	No Answer	No Answer	No Answer	No Answer	No Answer	No
student	test	student1@instructor.com	1		No Answer	No Answer	No Answer	No Answer	No Answer	No
Taylor	Harmony	harmony@theexpertta.com_StudentView			No Answer	No Answer	No Answer	No Answer	No Answer	No
The Grey	Gandalf	gandalf@lotr.com	5	102	No Answer	No Answer	No Answer	No Answer	No Answer	No
Took	Pippen	pippen@lotr.com	4	101	No Answer	No Answer	No Answer	No Answer	No Answer	No

A. Use the drop-down to select your file type and click the ***Save*** button to export this information.
B. The search box can be used to limit your results to a specific student or section by typing a name, email, student number, or section and clicking the Search button, (**Figure 201**).

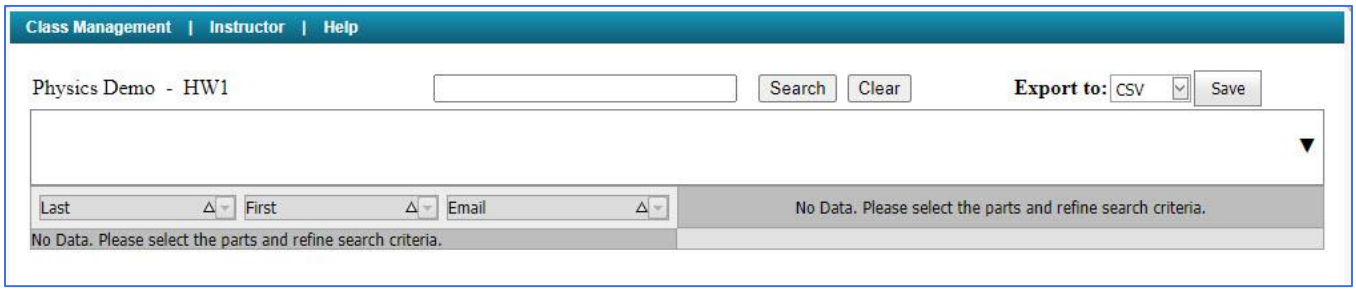
Figure 201: Export Assignment Text Answers - Search



Last	First	Email	StudentNo	Section	Prob 01 Part a Calculate the number of cells in a hummingbird, assuming it has a mass of 10⁻² kg.	Prob 01 Part b Calculate the number of cells in a human, assuming they have a mass of 10² kg.	Prob 02 Part a What is the area of the circle in cm²?	Prob 03 Part a 14 mg	Prob 03 Part b 443 Tg	Prob 03 Part c 47 ng	Prob 03 Part d 4.8 g	Prob 03 Part e 8.8 Pg	Prob 04 Part a 31 Tm	Prob 04 Part a What is 3.24 \(\times10^{7}\>\text{m}\) in units of Mm?	Prob 04 Part a What is 3.9 \(\times10^{-5}\>\text{kg}\) in units of mg?
Baggins	Frodo	frodo@lotr.com	1	101	1	1	2	1	8	9	4	5	9	No Answer	No Answer

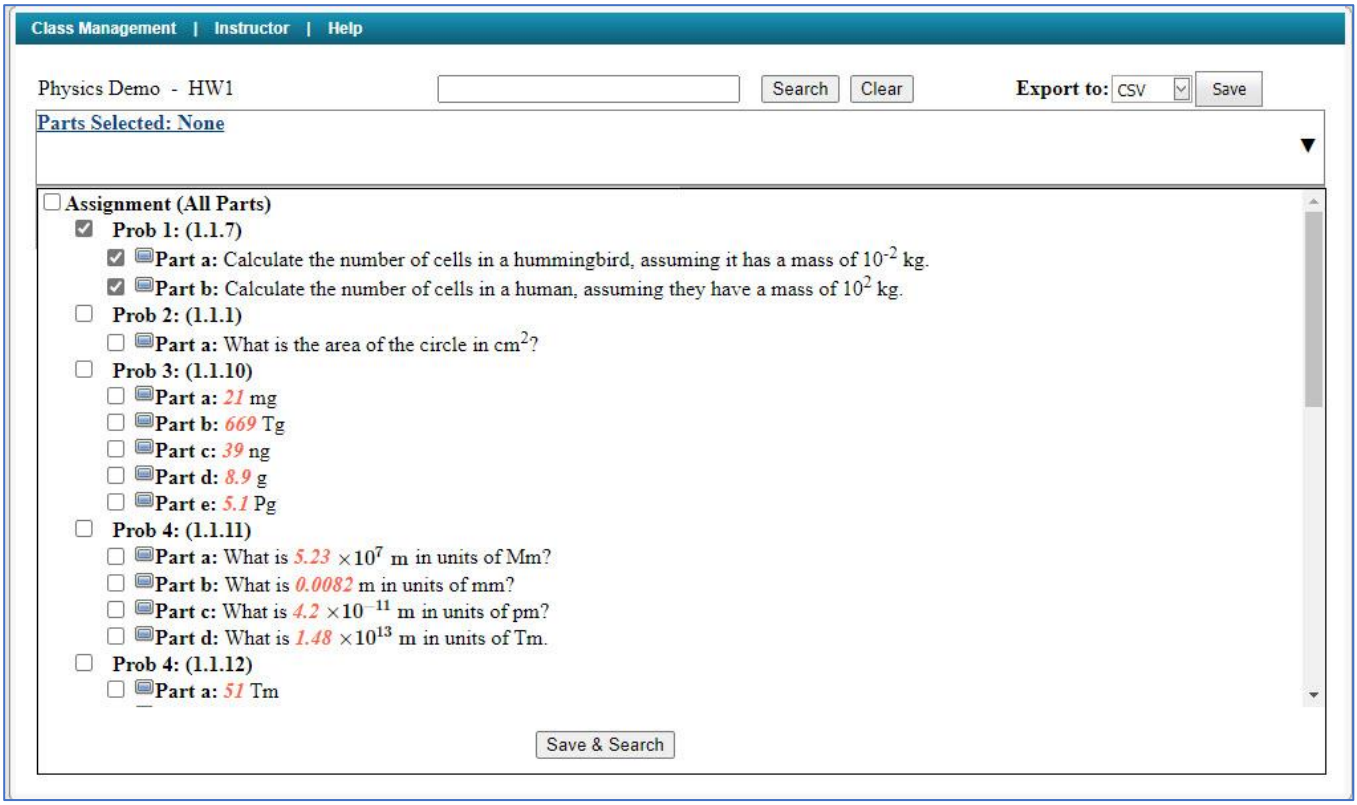
C. Clicking on the ***Clear*** button, will clear all search data including selected problems or problem parts and any results associated to them (**Figure 202**).

Figure 202: Export Assignment Text Answers - Clear Button



D. Click on the ▼ to select or deselect problems and problem parts, like **Figure 203**.

Figure 203: Export Assignment Text Answers - Change Search

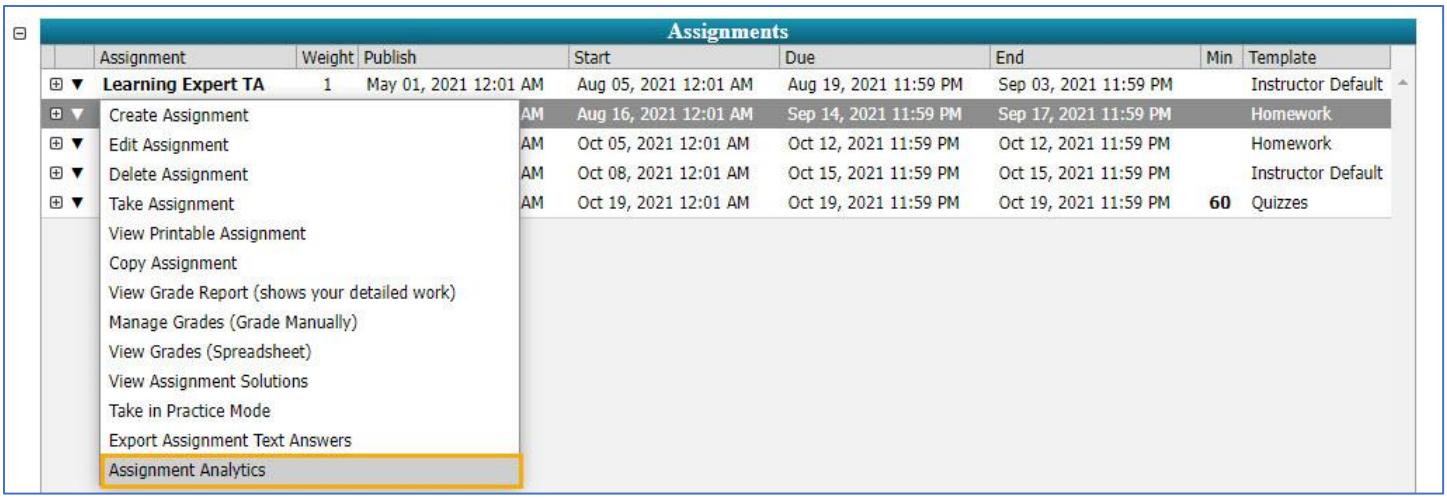


To exit the ***Export Assignment Text Answers***, click on ***Class Management*** in the upper left-hand corner of the screen.

Assignment Analytics

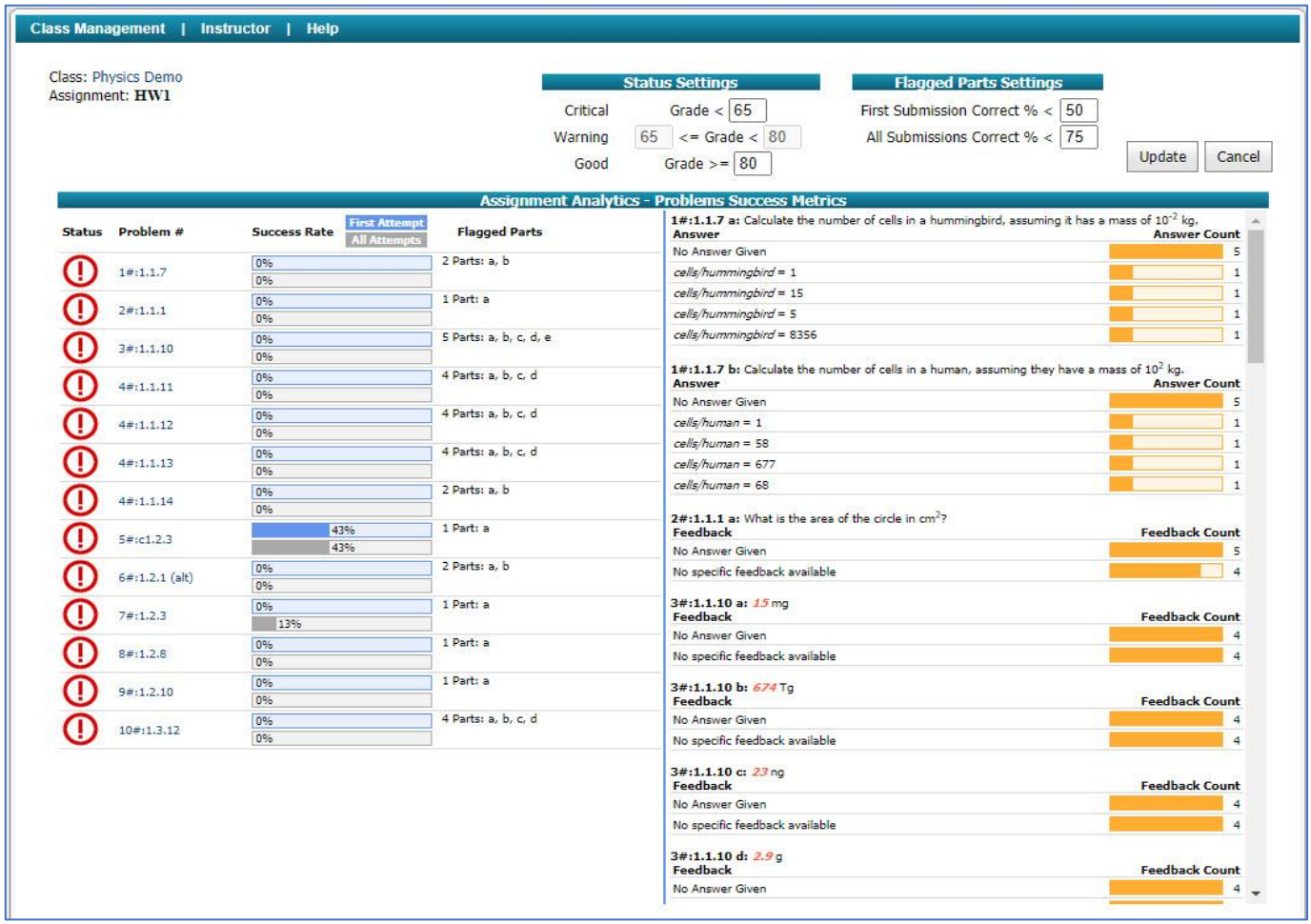
Expert TA now offers ***Assignment Analytics*** so that you can see how your class performed on an assignment. To access ***Assignment Analytics***, click on the assignment on the **Class Management** page and then select ***Assignment Analytics*** from the menu (Figure 204).

Figure 204: Select Assignment Analytics



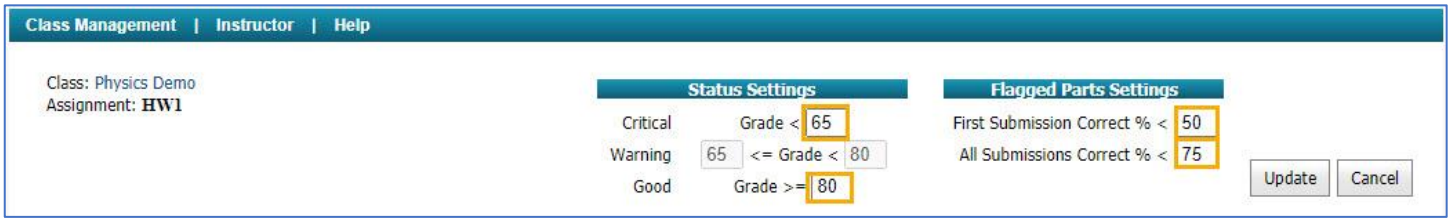
After clicking ***Assignment Analytics***, you will see a screen like Figure 205.

Figure 205: Assignment Analytics Screen



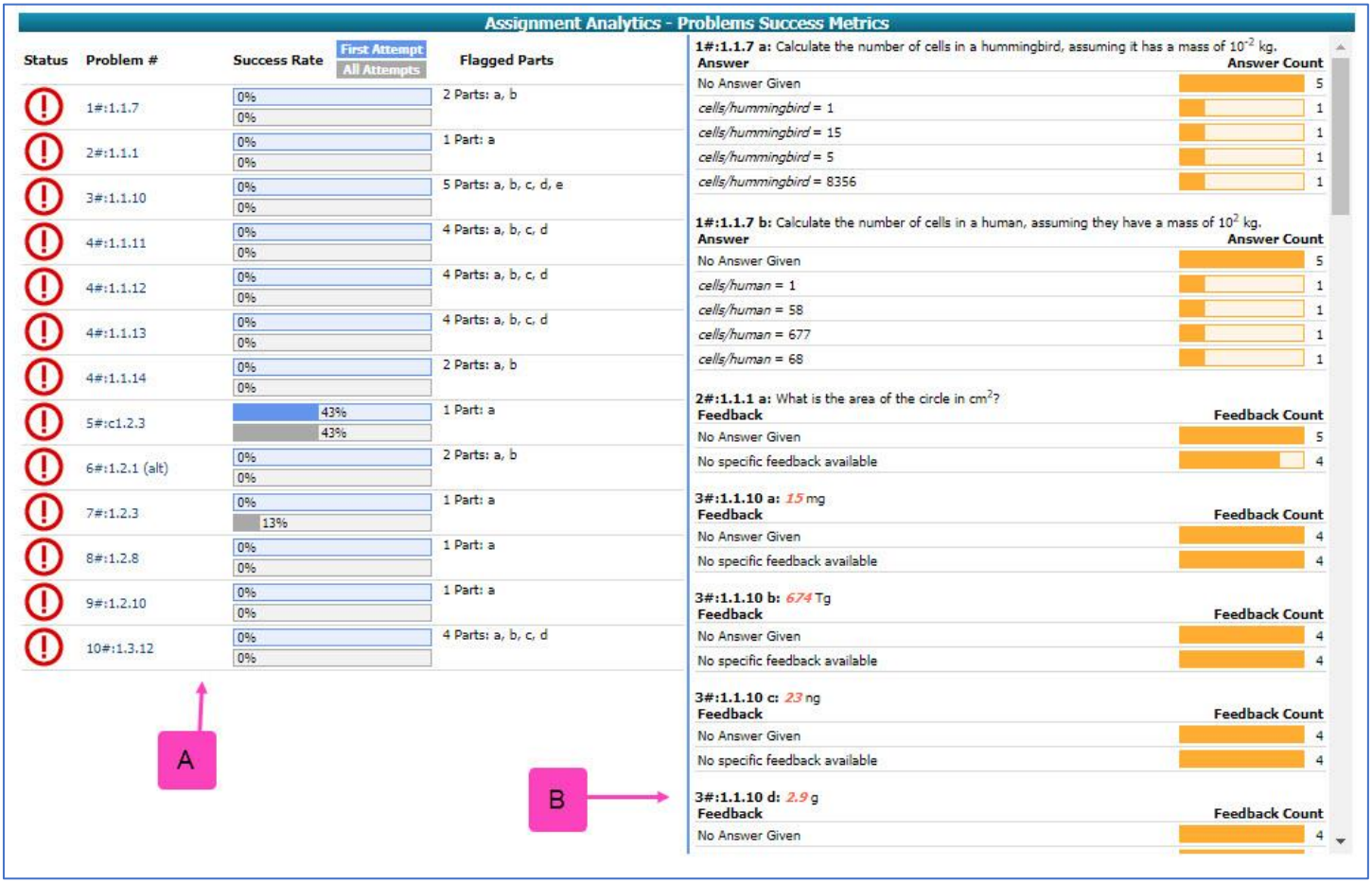
To use this feature, first set the ***Critical*** and ***Good*** range in the ***Status Settings*** (see Figure 206). Also, set the ***First Submission Correct %*** and ***All Submissions Correct %*** in the ***Flagged Parts Settings***. When finished making any adjustments to the settings click the ***Update*** button to apply the changes or ***Cancel*** button to return to the ***Class Management*** screen.

Figure 206: Assignment Analytics - Change Settings



The bottom part of the screen (Figure 207) shows the results of your settings from the top of the page (Figure 206). The left-hand side of the screen shows the ***Flagged*** problems, and the right-hand side of the screen shows a detailed breakdown of each ***Flagged*** problem.

Figure 207: Assignment Analytics Results

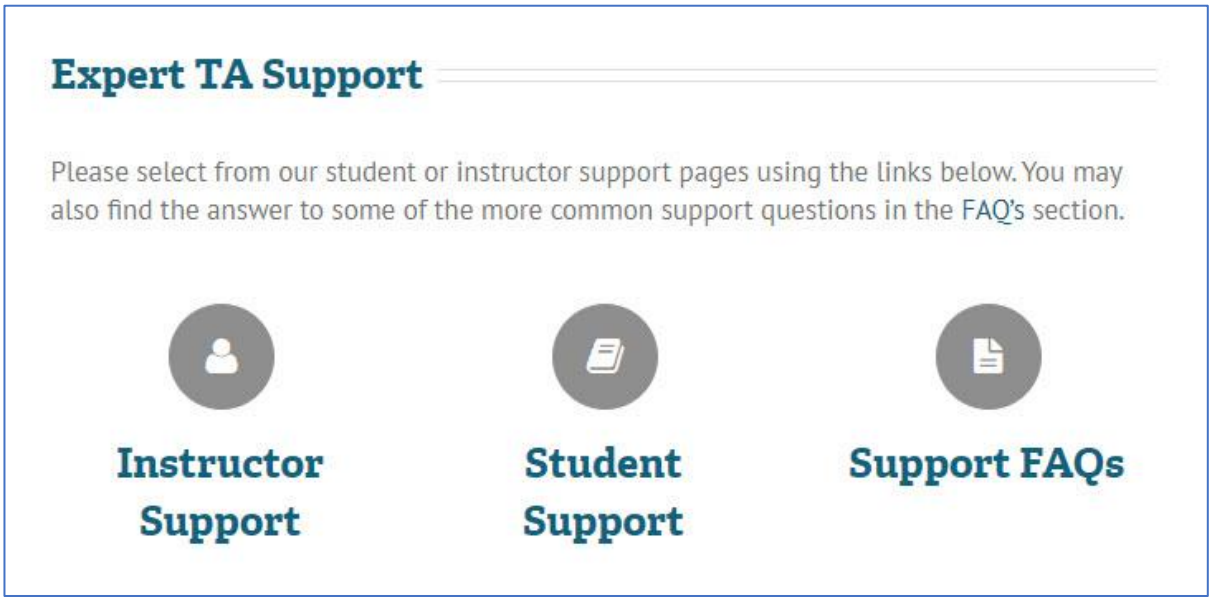


A. Flagged problems
B. Detailed breakdown of the flagged problems

Help

From the blue menu bar at the top of the screen, select Help. This will take you to the screen in Figure 208.

Figure 208: Help Screen



- ***Instructor Support***: The instructor support area includes various documentation such as LMS Integration, the Instructor User Manual, tips on setting grade preferences, the Respondus Lockdown Browser User Manual, etc. It also includes a contact form that can be used to reach the Expert TA support team with any questions, comments, or concerns.
- ***Student Support***: From this screen you can access videos and PDFs such as the Student User Manual that explain the most common help topics. If the help you are seeking is not included in this screen, you can send Expert TA an email for more personalized instruction by clicking on the blue email address.
- ***Support FAQs***: This area includes our most frequently asked questions and the answers to those questions. It is split into three categories: ***Product FAQs***, ***Instructor FAQs***, and ***Student FAQs***. These categories can be clicked on at the top of the screen to show only the respective FAQs.

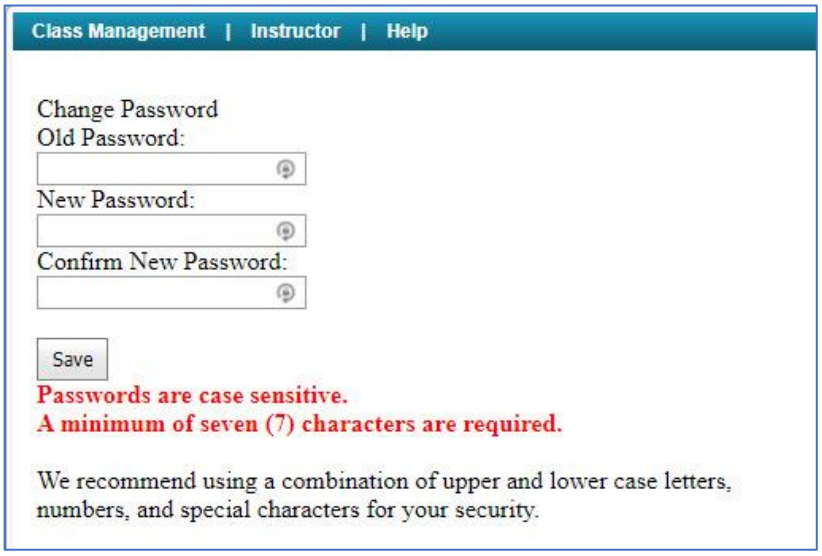
Changing Your Password

At the top of your screen, you will see your username and the words ***My Account*** and ***Log Out*** in black. If you hover your mouse over ***My Account***, a drop-down will appear (Figure 209).

Figure 209: Select Change Password

Click on ***Change Password*** and the following screen, seen in **Figure 210**, will appear.

Figure 210: Change Your Password



Enter your current password, your new password, and confirm your new password. Click ***Save*** to save your password change or use your browser's back arrow key to exit without changing your password.

Logging Out

At the top of your screen, on the right-hand side, you will see your username and the words ***My Account*** and ***Log Out*** in black (**Figure 211**). Click on ***Log Out*** to exit Expert TA.

Figure 211: Log Out

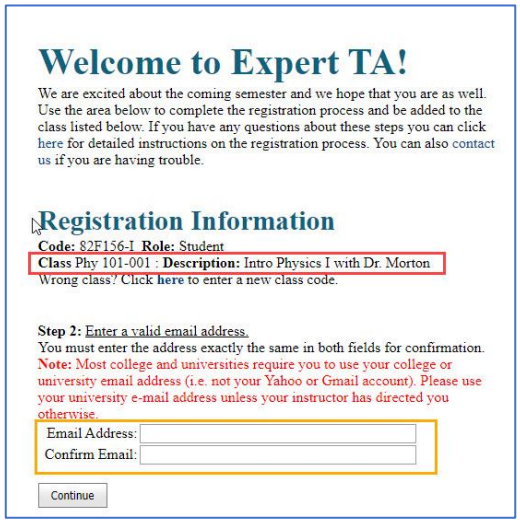
Expert TA: Student Registration Instructions

An online version of the following set of instructions can be found here: https://theexpertta.com/how-to-register/

Step 1: Enter your registration link into your browser

Your instructor will provide you with a registration link that looks like this: http://goeta.link/DEI56MO-82F156-I

Figure 212: Initial Course Registration Page



Enter the link into your browser and you will see the registration screen, see **Figure 212**. Check to see that your Class and Class Description match the class for which you are registering. **Note: This step applies to both first-time registrations and returning users registering for a new class.**

Step 2: Enter your email

At the bottom of this registration screen, **Figure 212**, you are asked to enter your email. Your email will serve as your username, so please remember which email address you use. You will only be able to log into Expert TA with the exact email you register with. Confirm your email address and click the Continue button to move on to the next step.

Step 3: Choose a password or Enter your Password

After entering your username (your email address), Expert TA will check to see if you have an account in the system.

- If you have previously registered with Expert TA before, the system will recognize your email and you will be prompted to enter your password, see **Figure 213**.
- If this is your first time registering with Expert TA, the system will likely not find a match for your email and you will be asked to choose a password and confirm your password, see **Figure 214**.

Your password must be at least seven characters in length, and we recommend including a mixture of upper-case and lower-case letters, numbers, and at least one special character (ex: #, !, $, etc.). Click the ***Continue*** button to move on to the next step.

Figure 213: Enter Your Password

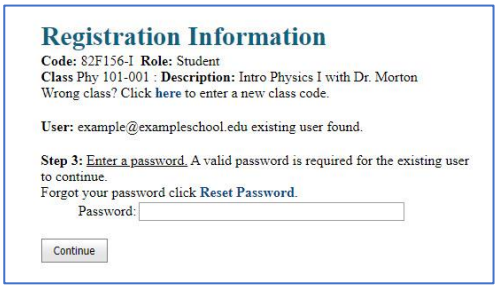


Figure 214: Choose Your Password

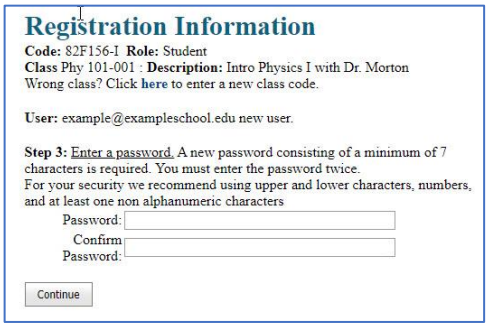
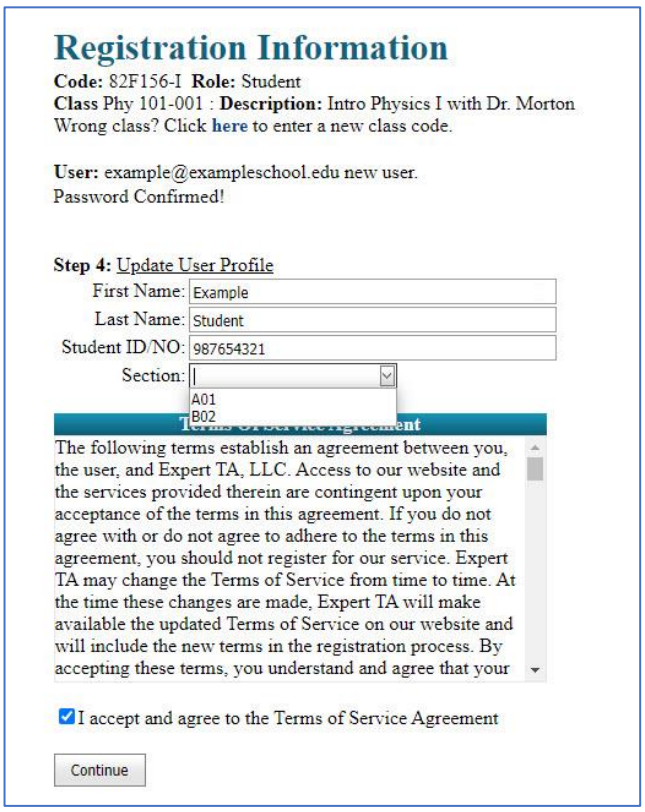


Figure 215: Complete Registration



Step 4: Update your User Profile

The next screen, Figure 215, contains your user profile information. Your ***First Name*** and ***Last Name*** are required fields. Your school may also require you to enter your ***Student ID***. If this field is required, enter your student ID number provided by your school. Please take care while entering your student ID number as your instructor needs this to keep grades organized across sections. **Note: If you have registered for an Expert TA class before, this information will already be filled in for you, but you are free to make changes, if needed.** Your instructor may have set up your class with sections. Open the ***Section*** drop-down and select your section from the list, if available.

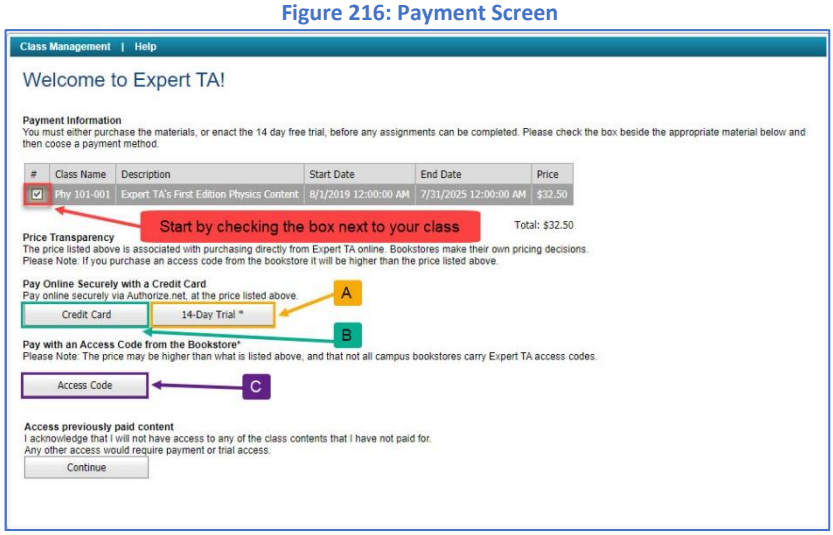
Lastly, read the ***Terms of Service Agreement*** and then check the checkbox. By checking the checkbox, you are saying that you have read, accept, and agree to the ***Terms of Service Agreement***. When you are finished, click on the ***Continue*** button to complete your registration and move on to the payment screen.

Step 5: Payment

The next screen you see is the payment screen, shown in Figure 216. **Note: You will not be able to do homework until you complete the payment process**.

First, click the checkbox next to your class and then select one of the following options:

Figure 216: Payment Screen



A: ***14-Day Trial*** – Expert TA offers a free 14-day trial for each class. At the end of the 14-day trial, you will be prompted for payment to continue accessing your class.

B: *Credit Card* – This will take you to a secure cart where you can complete your purchase with a credit card. See 14-Day Trial

If you select the 14-Day Trial option, you will be taken to your class. The payment screen will appear again in 14 days where you will then be required to pay with a credit card or with an access code to continue with your class. You can pay anytime by clicking on the blue words ***Upgrade to Full Version*** at the top of your screen after you log in (Figure 217).

Payment with Credit Card below for additional details.

C: ***Access Code*** – Access codes can be purchased at your bookstore, if available. See Payment with Access Code below for additional details.

14-Day Trial

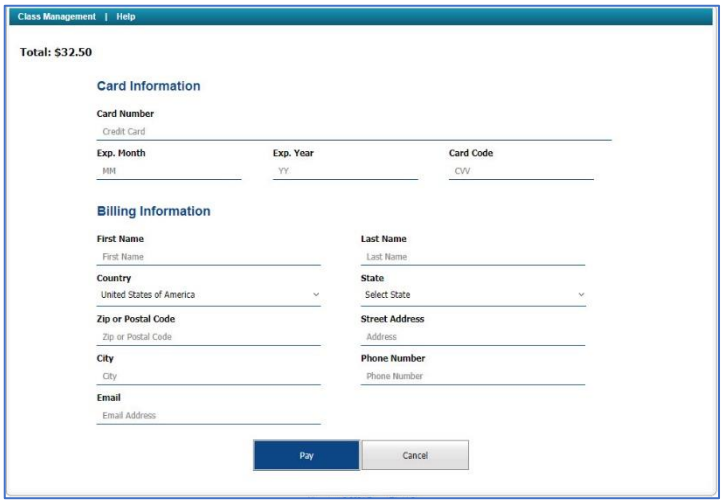
If you select the 14-Day Trial option, you will be taken to your class. The payment screen will appear again in 14 days where you will then be required to pay with a credit card or with an access code to continue with your class. You can pay anytime by clicking on the blue words ***Upgrade to Full Version*** at the top of your screen after you log in (Figure 217).

Figure 217: Upgrade to Full Version

Payment with Credit Card

If you are paying with a credit card, you will click on the ***Credit Card*** button on the payment screen, Figure 216 above, and you will be taken to a secure cart to check-out. **Note: For your security Expert TA never takes your credit card information and does not manage the transaction directly**.

Figure 218: Secure Cart for Credit Card Transaction



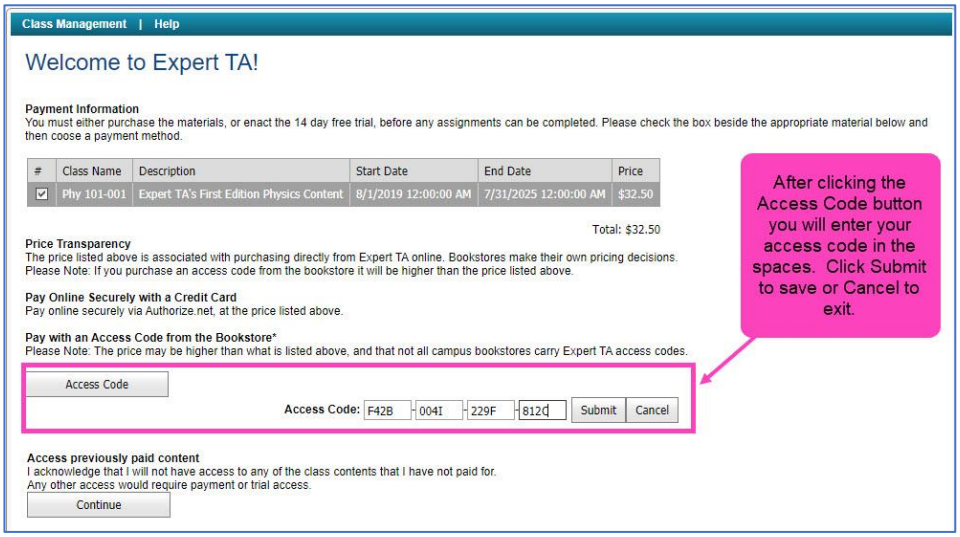
The secure cart is run by Authorize.net which is an industry leader in secure payments and used by tens of thousands of companies. Figure 218 is an example of what the secure cart for processing credit card transactions looks like. **Note: the amount displayed could be different depending on the cost for your class**.

All fields are required except for a ***Phone Number***. Pay careful attention when entering your address information. This information must match the billing information on file with your card's financial institution (this is normally your permanent address and not your dorm address). If the zip code entered here does not match, the transaction will not process. This is a security measure to prevent unauthorized purchases in the event of theft.

Payment with Access Code

If you purchased an access code from your bookstore, click on the ***Access Code*** button and you will see 4 boxes in which to enter the code you purchased (see Figure 219). Access codes are sixteen characters long and contain a combination of numbers and letters in 4 groups of 4 characters. When you are finished entering your code, click ***Submit*** to begin using Expert TA. If a message appears stating "You have entered an invalid access code" try entering your code again. If you continue to have trouble entering your code, contact support@theexpertta.com.

Figure 219: Payment with Access Code



Note: Some of the characters are easily mistaken for one another (ex: `1, I, 0, O`), so pay careful attention when entering your code.

Step 6: Begin using Expert TA

When you have completed your payment, you will be directed to the Class Management screen where you can begin working on your class assignments.