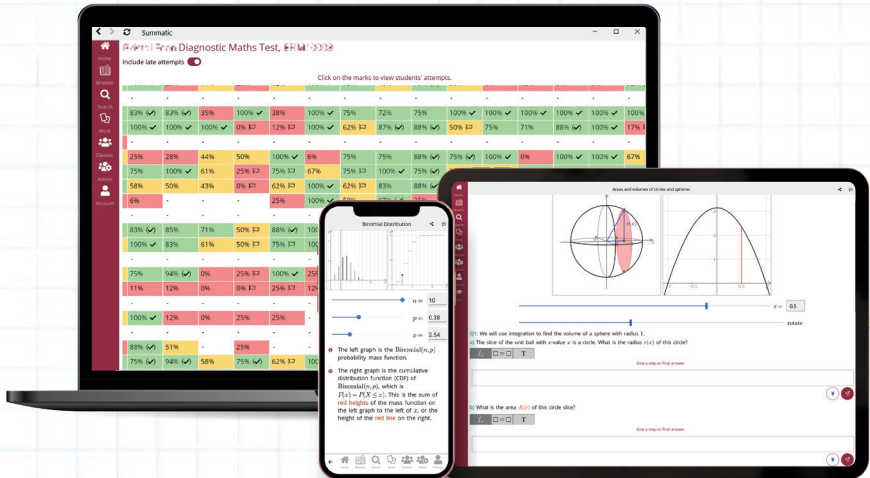


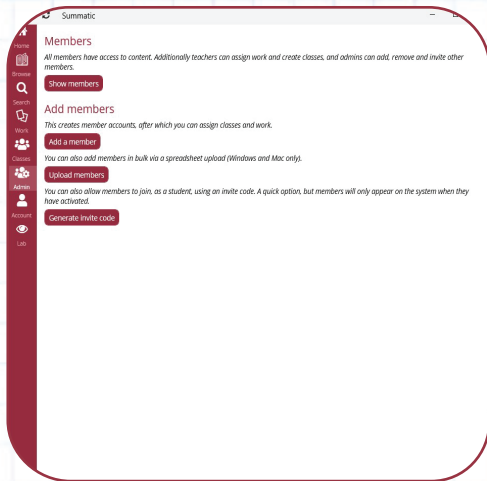



# SUMMATIC





## GETTING STARTED WITH SUMMATIC AS A TEACHER

# HOW TO SET UP YOUR CLASS



To add members to your institution an admin will have to navigate to the admin panel  where the following steps can be used to add members

## 1. Add a member

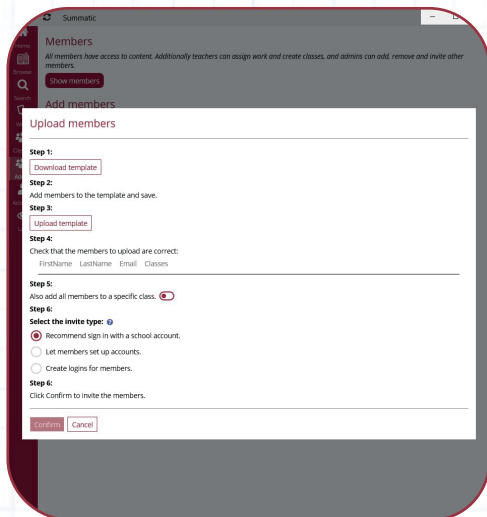
- Fill in details
- Select member role (use  for explanation of role types)
- Invite Type (use  for explanation of role types)

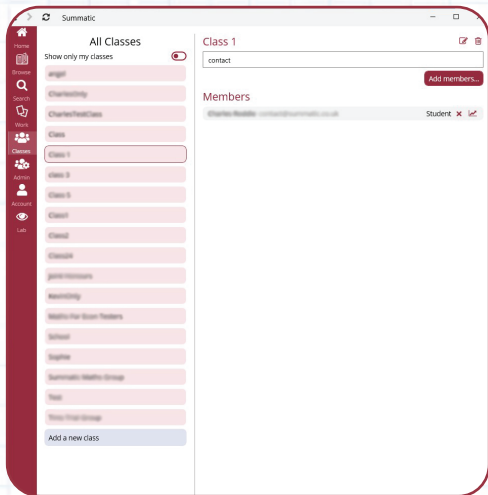
## 2. Upload members


- Downloading and editing template
- Uploading Template
- Adding members to specific class
- Selecting Invite type

## 3. Generate Invite Code

- Class Auto Join
- Email Domain Requirement
- Existing Invite Codes and Deleting Existing Invite Codes




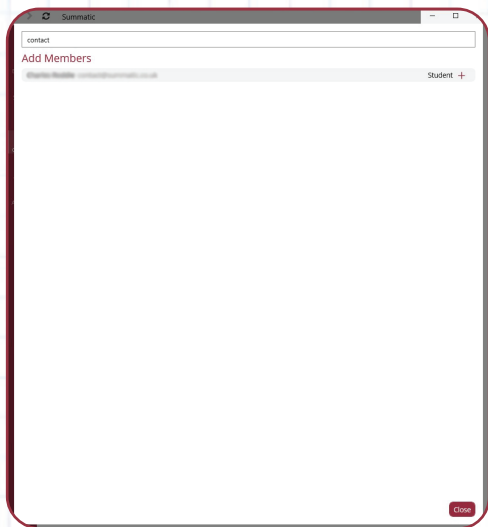



The Classes section  let you view and moderate your classes.

The class list allows you to select and add classes to the institution.

To add a new class, select the **Add a new class** option from the class list, which will be in blue.

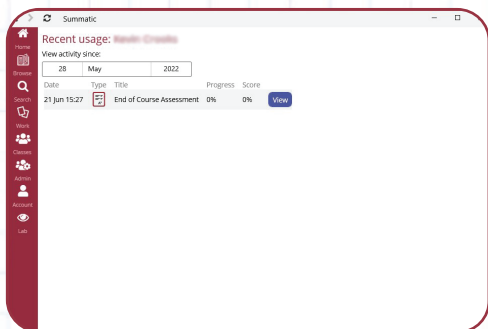
To edit a class name, select the  (**edit icon**) that is to the right of the class name at the top of the screen.




To delete a class, select the  (**trash can icon**) that is to the right of the edit class name option.

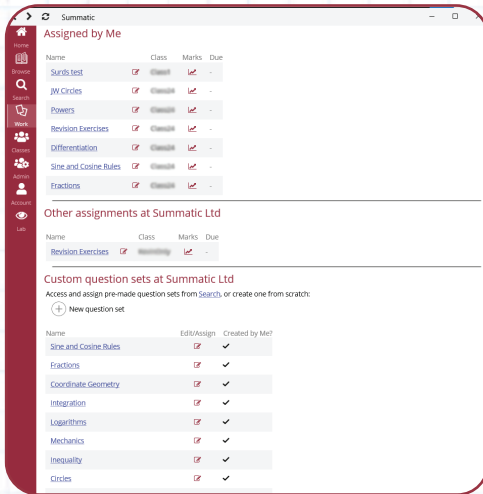
To add members to your class, select the **Add members...** button below the class name and select the plus button to the right-hand side of the screen.

To remove a member, select the cross button **X** to the right of the members role




To view a members, work history select the  (**graph icon**) to the right of the members role. This will open a new screen containing details of the members assessments.

# HOW TO ASSIGN A TEST

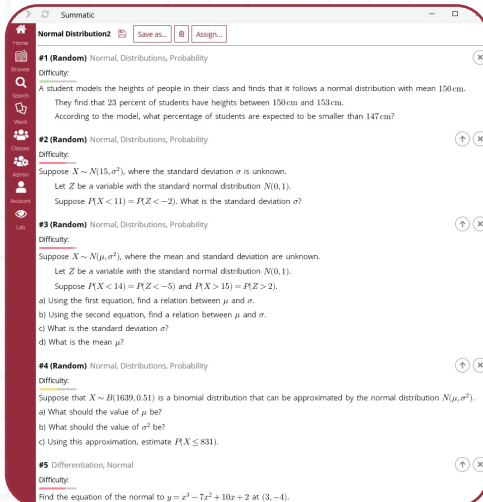


There are 2 parts to assigning a test. Creating a test and the act of assigning it. Here we will walk you through both.

To create and assign assessments you will need to navigate to the work tab . This is where you will be creating and assigning assessments.


There are 3 sections to this:

- Assigned by Me
- Other assignments at *[your institution]*
- Custom question sets at *[your institution]*.

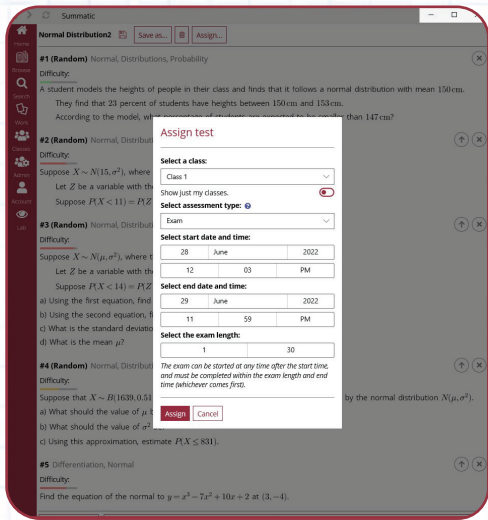


## a. Question set builder

i. Use **Save as...** to save a question set that you did not create. This will create a new question set that you can name as you want.

Use the  (**save icon**) to save a question set that you have created.

ii. To delete a question set select the  (**trash can icon**) in order

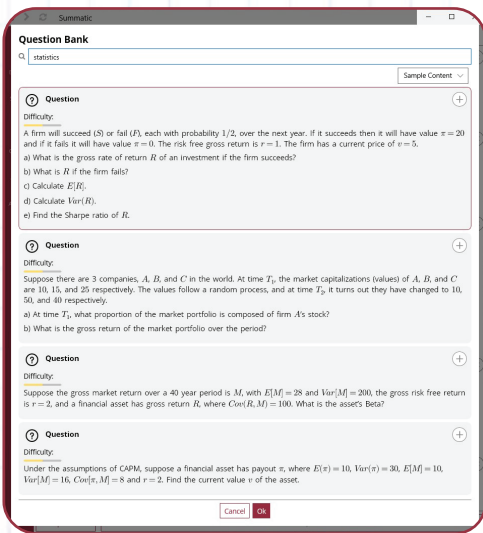


iii. To assign a test select the **Assign...** button which will open a pop up asking you to select the class and assessment type. Once all the details are filled in select Assign to assign an assessment to your class.

iv. To add a question, select the **Add Question...** button at the bottom of the question set.

1. Search
2. Filter
3. Add

In the add question page you can use the search bar to search for key words. You can also filter questions based on type and Course. To add a question. Select the **(+)** (+ icon) in the top right of the question then make sure to select ok when exiting the popup.

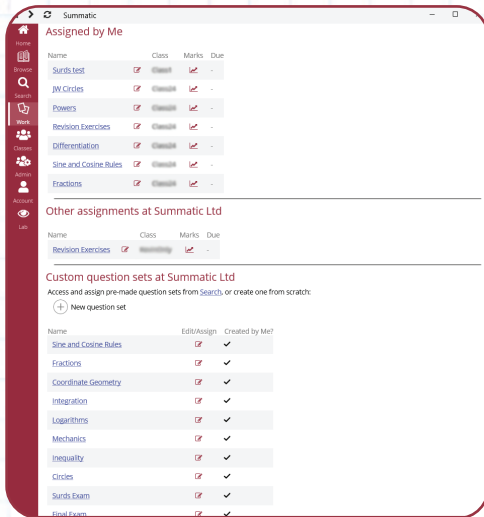


v. To remove a question, select the **(x)** (x icon) on the right-hand side of the question when viewing the question set

vi. To move a question higher up on the list, select the up arrow that is on the right-hand side of the question.

vii. To preview the questions set from the point of view of a student, select the **(▶)** (play icon) button at the bottom of the question set.

# HOW TO VIEW A TEST





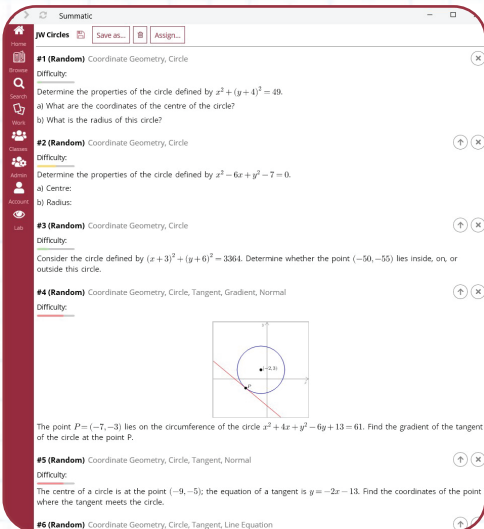
Assigned by Me and Other assignments at [your institution] have identical controls and so will be covered together.

## 1. Viewing an assignment

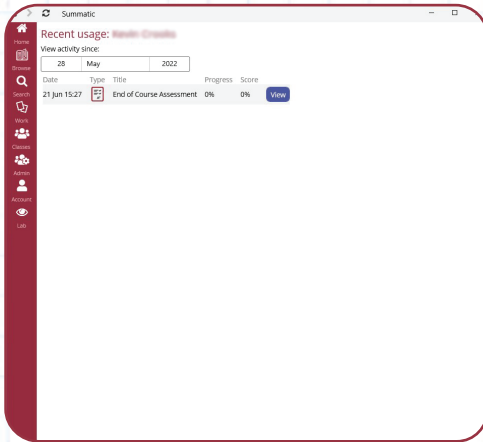
To preview an assignment that has already been created you can select the name of the assignment. This will open the assignment from the viewpoint of a student.


## 2. Editing Assignments

Editing Assignments can be done by selecting the  (**edit icon**) next to the assignment name. This will open a popup showing you details about the assignment and a dropdown box that will allow you to 'select the **assessment type**'. Types of assessment can be read on by selecting the  (**question mark icon**) blue question mark icon above the dropdown box.



# HOW TO MONITOR STUDENT'S PROGRESS



While in the work view you are able to view assessment progress. To do this you select the  (**graph icon**) in line with the assessment you wish to review. This will open a new page where you can view the breakdown of marks and download them as a csv file.

What does the sign next to each score mean?

✓ Score with a tick means the student got the question correct the first time.

(✓) The bracketed tick means that the student initially got an attempt wrong but then eventually submitted a corrected answer on a new variant without giving up and seeing a worked solution on their original attempt.

Score without a tick means that whilst the student got a new variant correct to satisfy the question completion, they gave up and saw a worked solution before attempting a new variant.


🚩 A flag means they gave up.

- A dash means they skipped the question.

Score colouring:

0-39%  40-69%  70-100%



In the admin page  you are also able to view members of your institution as well as search for members, filter members by class, delete members, edit their roles and view their work history.