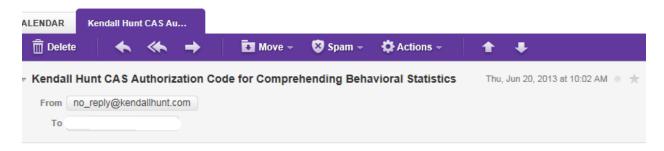
How to Register

1. Once you have been setup by Kendall Hunt, you will receive an email like this:



Your product authorization code for Comprehending Behavioral Statistics is: 591ADFA3-18D8-48FE-88E7-E5F13C4E592F

This authorization code may be used for up to 1 Kendall Hunt CAS system users.

If you have not created an account in the Kendall Hunt CAS system, please use this code in the field labeled "Authorization code" in the registration page found at http://www.khcas.com/Instructor/RegistrationPage.aspx.

If you have already created an account in the Kendall Hunt CAS system, you can use this authorization code by doing the following:

- Log into your account at http://www.khcas.com/Instructor/Login.aspx.
- Click the "My Profile" link at the top of the page.

- In the resulting "User Profile" dialog, click on the "Authorization" tab.
 Click the "Authorize Content" button near the bottom of the dialog.
 In the resulting "Authorize New Content" dialog, enter the code and click the "OK" button.
- Click the "OK" button on the "User Profile" dialog to finish.

Thank you for using the Kendall Hunt CAS system.

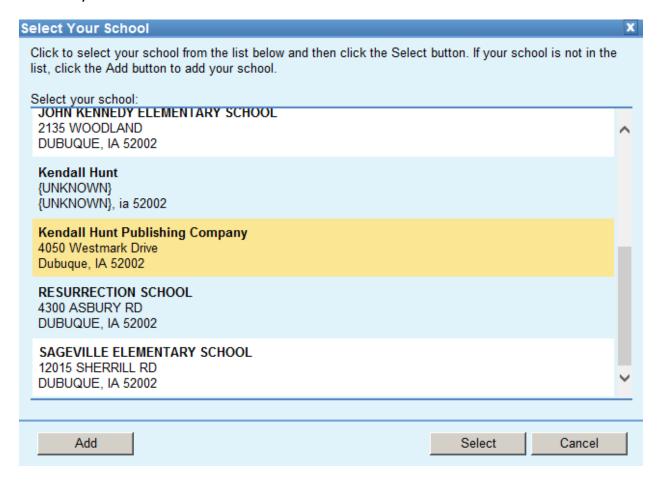
-The Kendall Hunt CAS Team

2. The registration link in the email will take you to the CAS registration page:

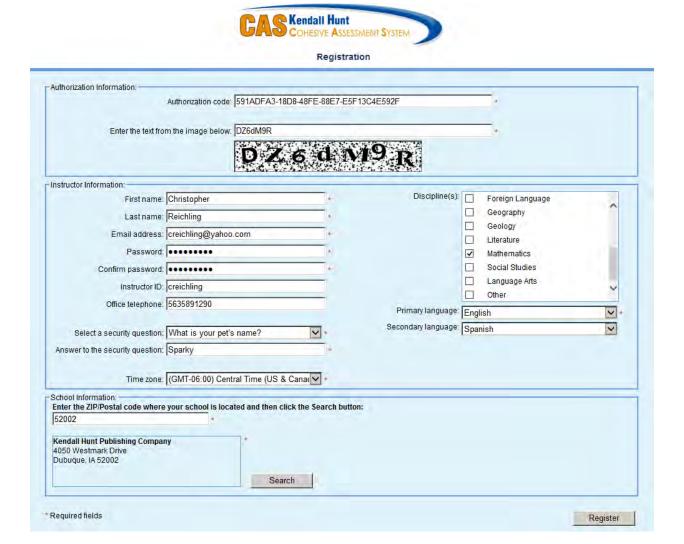


Complete the necessary information, including the authorization code from the email you received.

3. Select your school:

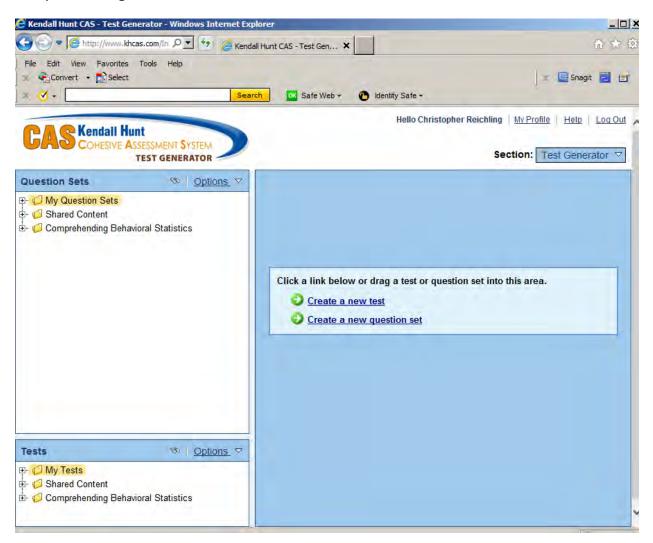


4. After completing all of the information, click the "Register" button. You are then able to continue on and create a test or logout and return to the system (here: http://www.khcas.com/Instructor/Login.aspx) later and login again.

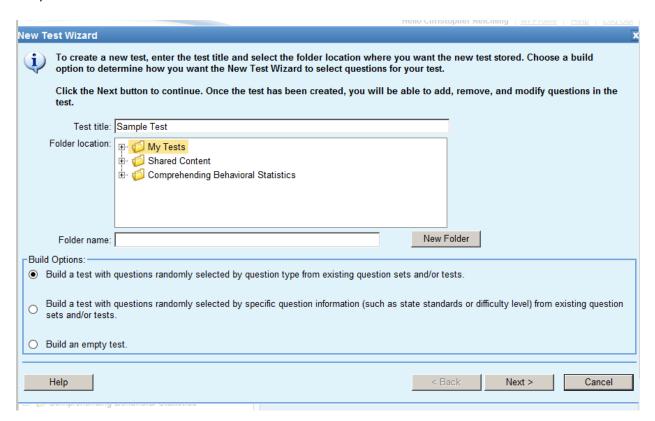


How to create a test

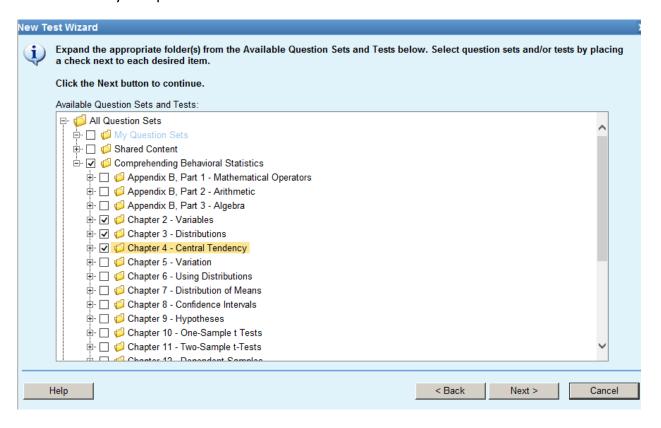
1. To begin creating a test, select the question set from which you wish to choose your questions. The first time you create a test, you will not have any of your own question sets because you have not created any, so you will choose the course questions, in this case, Comprehending Behavioral Statistics:



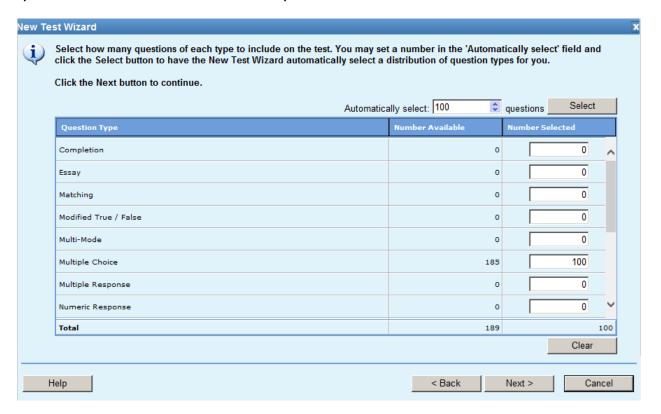
2. Enter the title of your new test (ex.: Chapter 2 Test) and save it to the appropriate folder which will usually be the "My Tests" folder. Select your desired option from the "Build Options" box, then click Next.



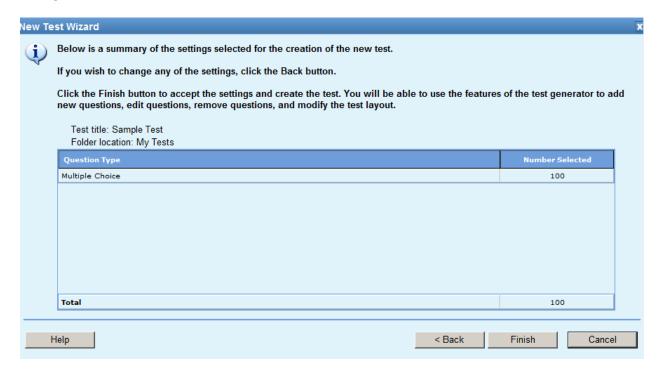
3. Follow the instructions for expanding the folders and choosing the folder(s) from which you wish to select your questions:



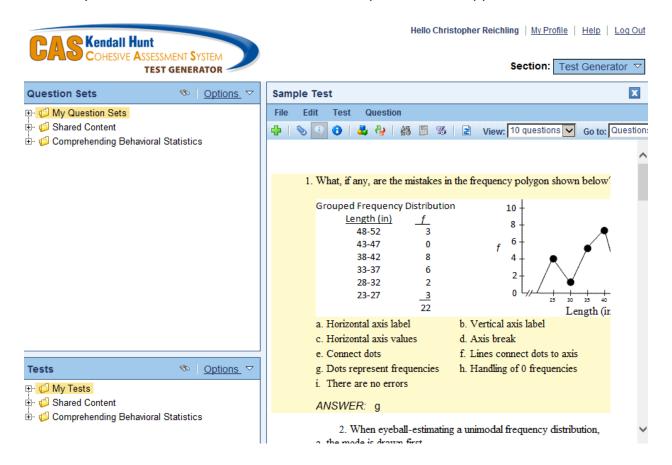
4. Select the number of each type of question you would like to appear on the test, or let the system choose with the "Automatically select" function:



5. Review the selection(s) you've made for the test setup. At this point you can go back and change those selections, or click "Finish" to finalize the test:

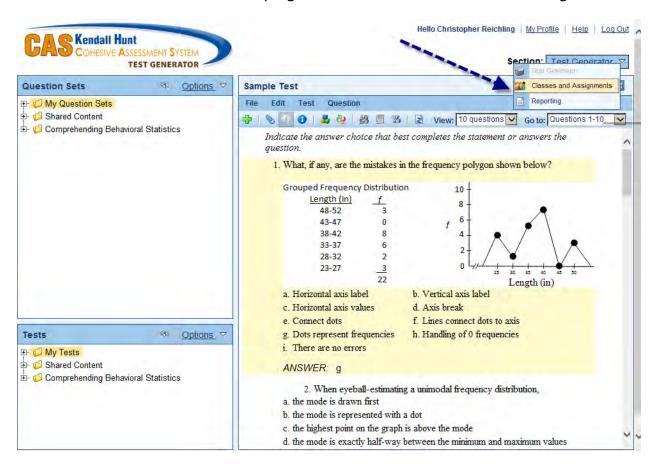


6. Once you have clicked "Finish" the list of test questions will appear:

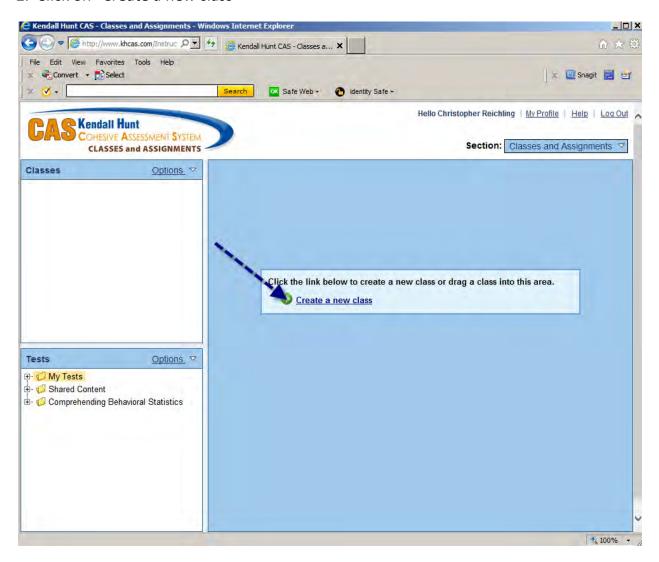


How to load your class roster

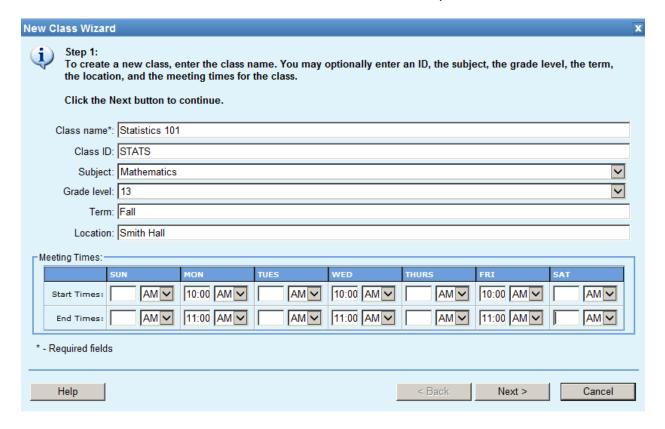
1. Click on Test Generator in the top right corner and select "Classes and Assignments"



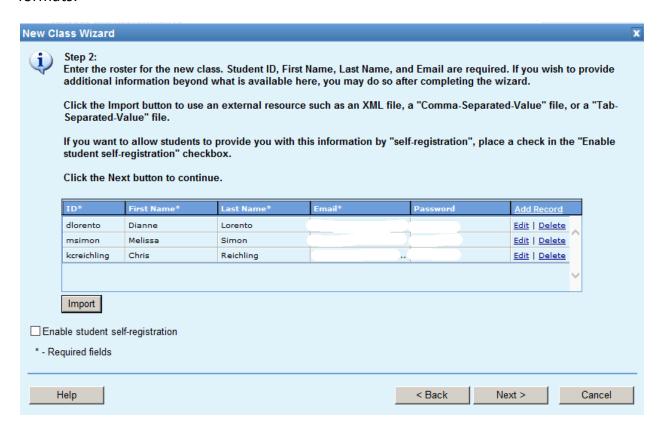
2. Click on "Create a new class"



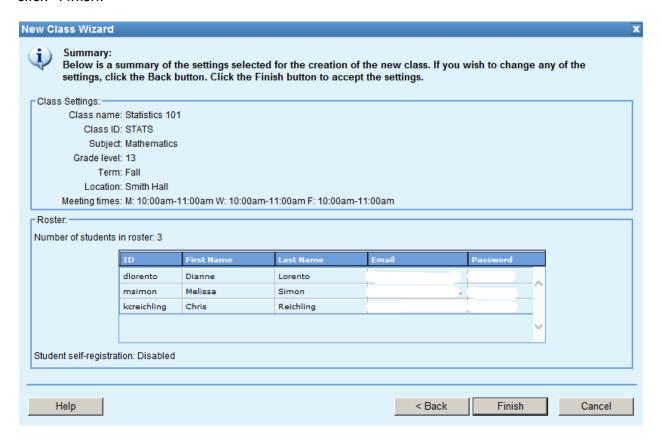
3. In the New Class Wizard, enter all of the information for your course:



4. Enter your students' information. This can be done manually, one student at a time, or by using a spreadsheet with the appropriate information saved in one of the specified file formats:



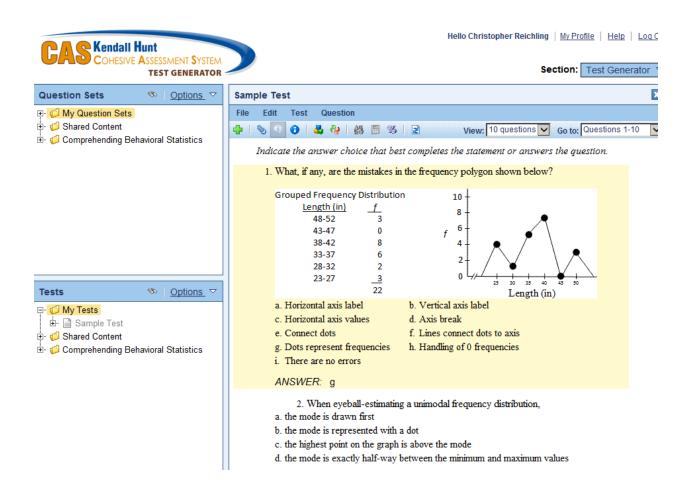
5. When all your students have been loaded into the CAS system, review the information, then click "Finish."



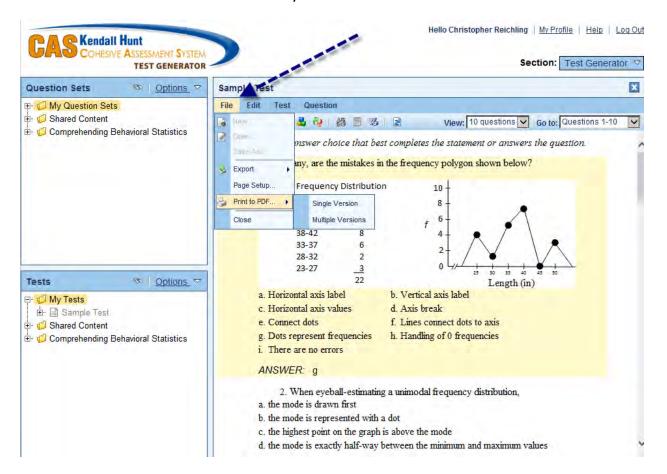
How to Print a Test

If you choose to print out your test, follow these steps:

1. Return to the "Test Generator" section (top right):



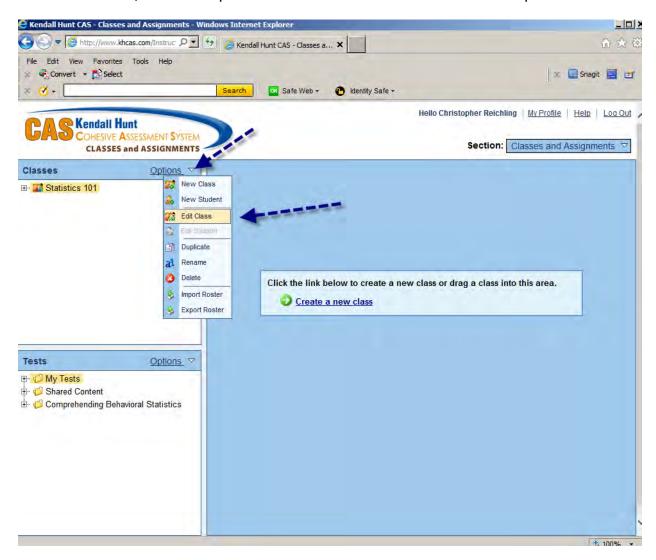
2. Select File>Print to PDF. Here you will also choose Single Version or Multiple Versions. Selecting Single version will save one pdf file of the test. Multiple Versions will save different versions of the test with the questions in different orders, and with the answers scrambled where that feature has been allowed by the test author:



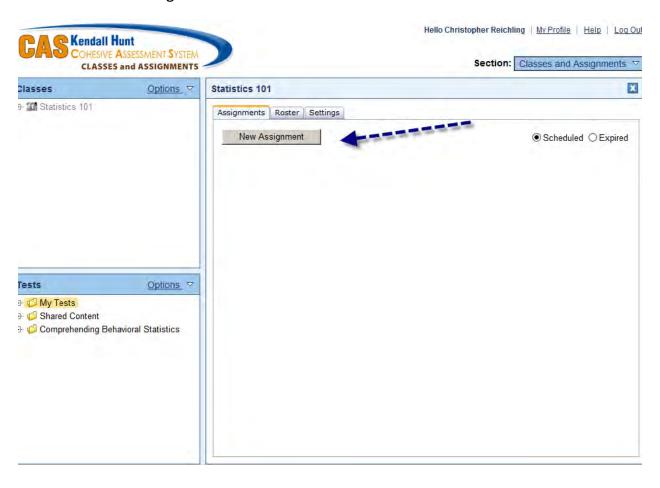
Once the pdf file(s) has been saved, you simply double click on the file to open it in Adobe Acrobat and print from there by selecting File>Print.

How to Assign a Test or Assignment to The Class

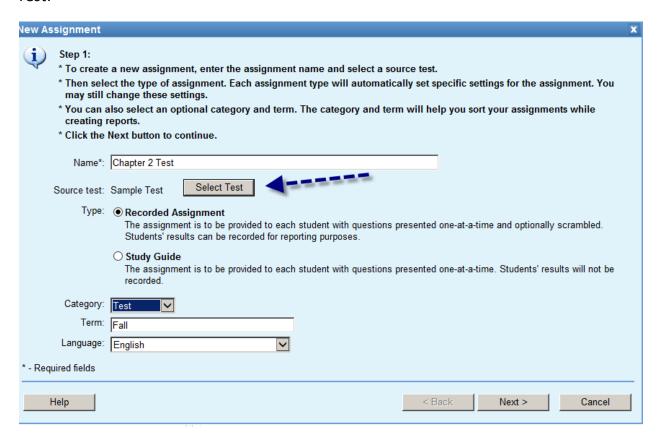
- 1. In the Section menu (top right), select "Classes and Assignments"
- 2. Under Classes, click on "Options" and select "Edit Class" from the drop down menu



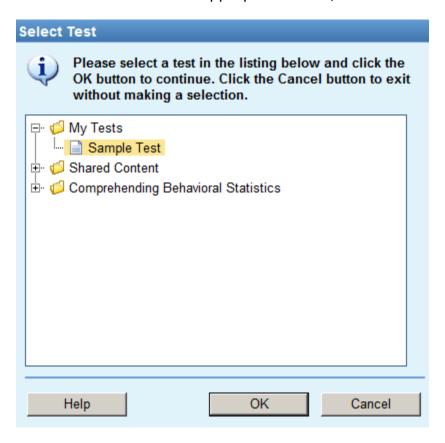
3. Click on "New Assignment:"



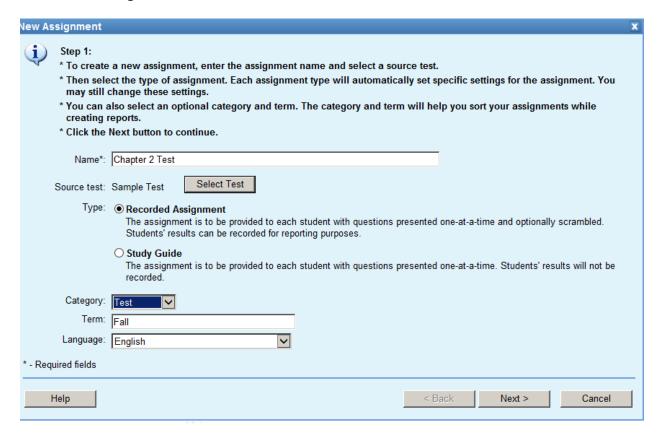
4. Enter the name of the assignment, it may be the same as the test name, then click "Select Test:"



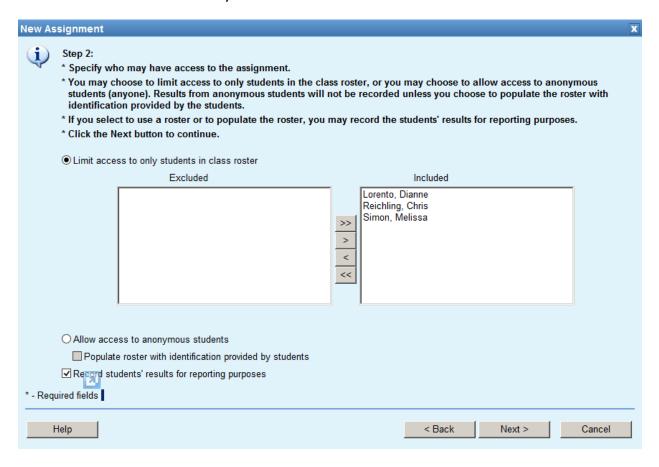
5. Select the test from the appropriate folder, in this case that is the "My Tests" folder:



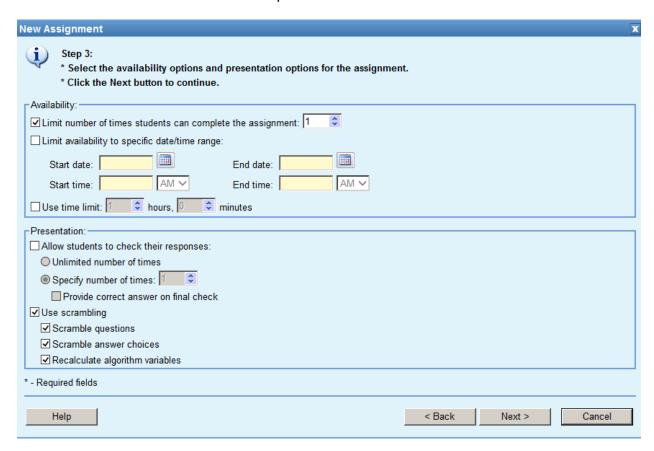
6. Finish making the desired selections in this screen, then click "Next:"



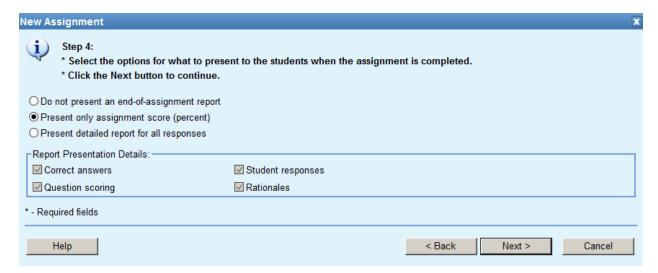
7. Select the students whom you wish to have access to the test and click "Next:"



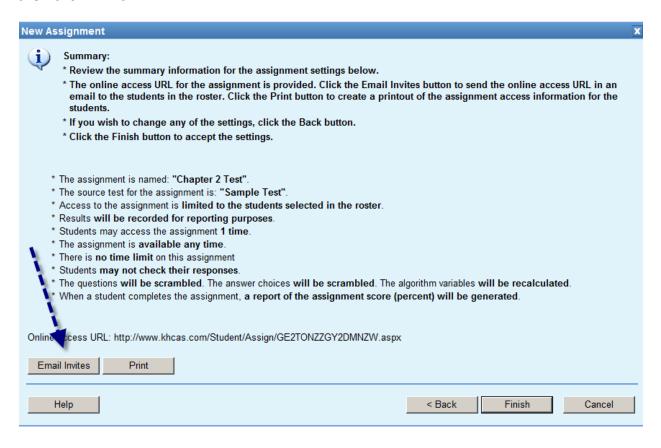
8. Make the desired selections in Step 3 and click "Next:"



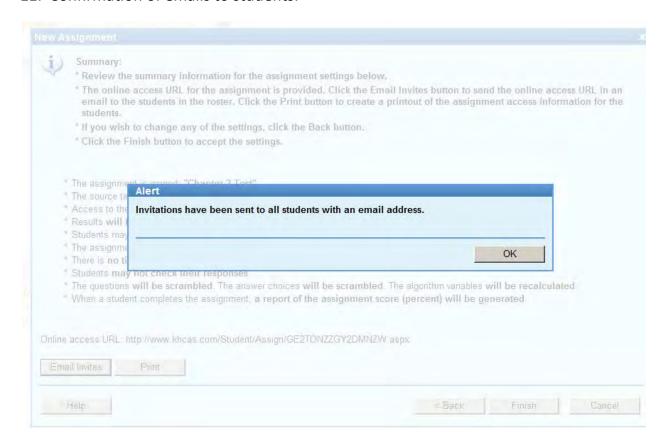
9. Select the type of report you want the system to provide to students upon completing the test, then click "Next:"



10. Review the summary to make sure all the selections are as you wish them to be. Click "Email Invites" to trigger the system to send an email to each student with the link to the test, then click "Finish:"

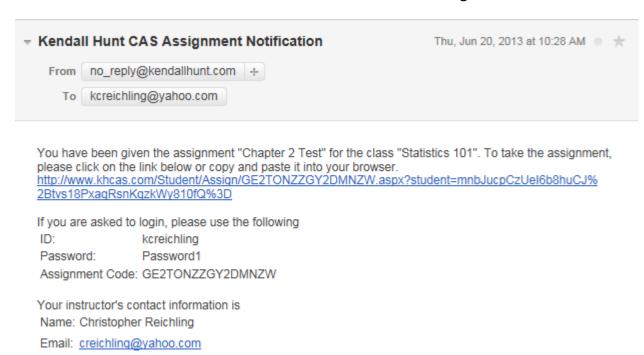


11. Confirmation of emails to students:

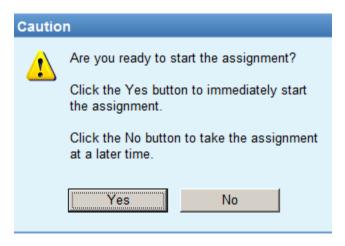


How the student takes the test?

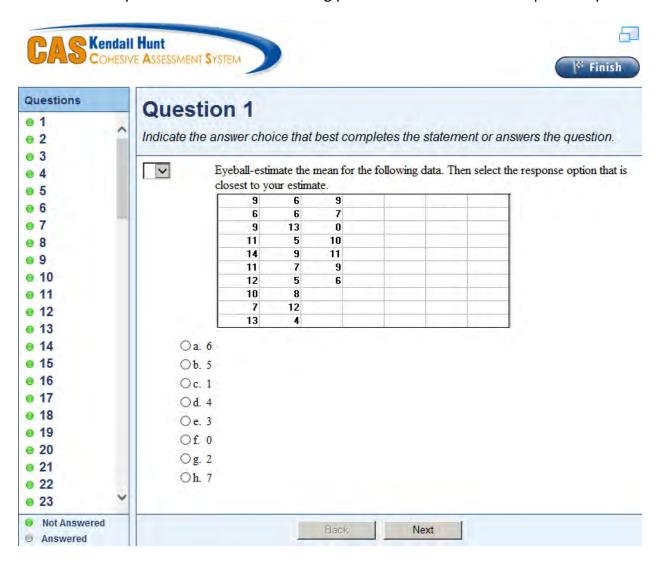
1. Each student receives an email with instructions for accessing the test:



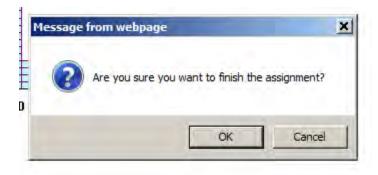
2. Upon clicking the link in the email, the student will be taken to the CAS system and asked this question:



3. The student proceeds with the test-taking process and clicks "Finish" upon completion:



4. The system double checks to make sure the student intended to click "Finish:"



5. The CAS system immediately provides the student's score onscreen to the student:



Assignment Completed

You have completed the assignment. Your score is 12.50%

You can close this window or you can <u>click here</u> to take another assignment.

How a teacher can look at grades and reporting

1. In the left side menu, select your desired class name, then select "Reporting" from the Section menu in the top right:



2. View the grade book and select a reporting option from the grade book menu (File, Edit, View, Student, Assignment, Reports):



3. View the assignment results and print or save the report:



Report Viewer

