PA Exam Prep™ Admin

User Guide

Table of Contents

PA Exam Prep User Types

Welcome to PA Exam Prep! To get started, please take a moment to familiarize yourself with the different PA Exam Prep User Types and their primary functions:

ADMIN ACCOUNT

The institutional admin account is created when your institution subscribes to PA Exam Prep; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

- **Primary Functions**
    - View all registered users associated with the institution's account
    - Create instructor accounts
    - Move students to different class sections if needed
    - Run usage reports (number of logins) across the institution
    - Run content reports across the institution (questions answered, assessments submitted, quizzes attempted, lessons completed, top five content categories)
- **Secondary Functions**
    - Admins can still create class sections and student accounts, but with our new update (January 2020) the instructor can do this directly in their instructor account
    - Admins can still deactivate class sections or student accounts, but with our new update (January 2020) the instructor can do this directly in their instructor account

INSTRUCTOR ACCOUNT

The admin must create the instructor accounts for instructors at your institution. Once set up, instructors can:

- Create class sections and create student accounts/add students to class section
- Create/distribute custom assignments with access to the separate PA Exam Prep Instructor Question Bank, view assignment results, and send feedback directly to students
- Review data in the Instructor Reports: Performance, Engagement, and Mastery Report

STUDENT ACCOUNT

Depending on your institution's type of access, students may create their own accounts if within IP range, or instructors may create their accounts when setting up their class. Students can:

- Create custom quizzes or take randomized quizzes
- Take assignments assigned by the instructor and the PA Exam Prep Mock Exam
- Review data in the Student Reports: Quiz Performance, Skill, and Mastery Report

Admin Account: Primary Functions

A. Logging In

The institutional admin account is created when your institution subscribes to PA Exam Prep; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

Please contact User Services at userservices@mheducation.com if you need any help with the following:

- Logging in (login credentials, password reset, updating login credentials)
- Identifying who the admin is at your institution

To log in:

1. Navigate to https://www.paexamprep.com/ and click "Sign In" at the top right.
2. Enter the admin login details.

B. Viewing All Registered Users and Existing Class Sections

The admin can view all registered users and existing class sections.

VIEW REGISTERED USERS

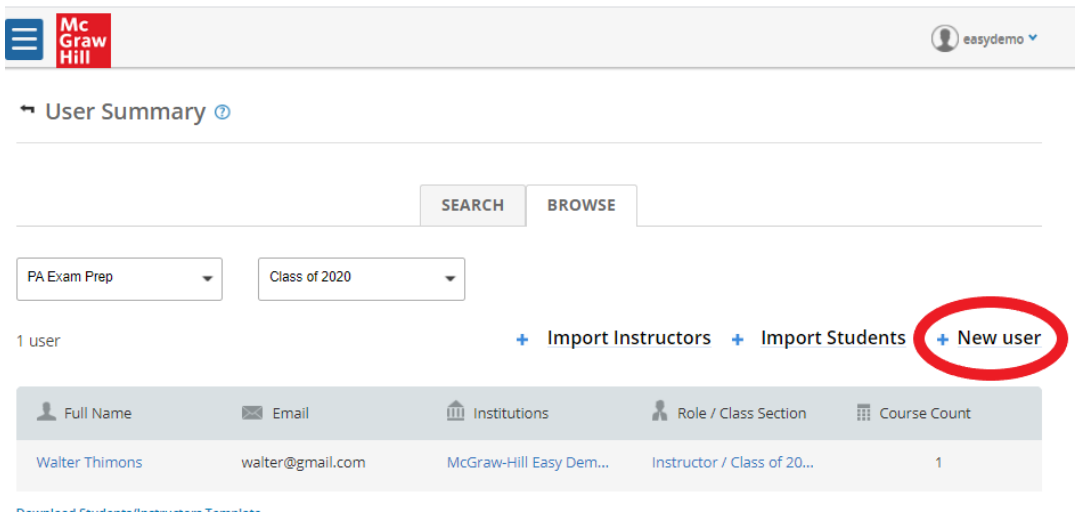1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"Manage Users"**.
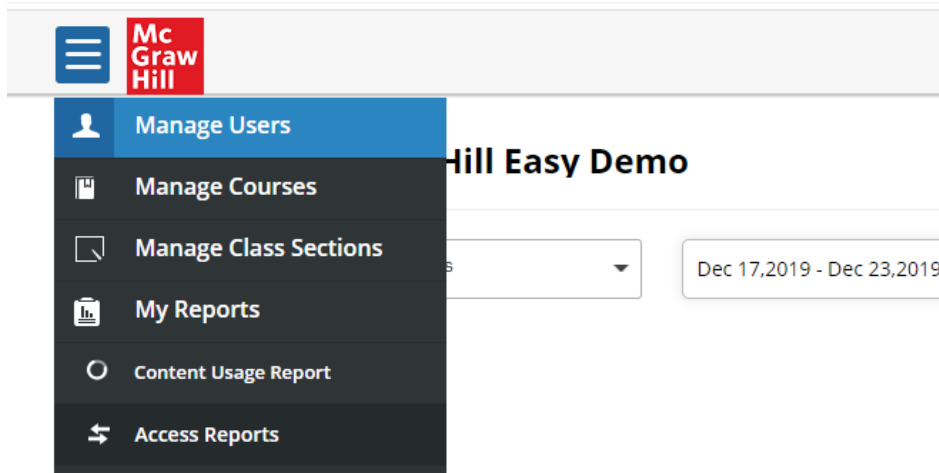
3. You can either search for a specific user by entering their name or email or click **"BROWSE"** for a full list of registered users.
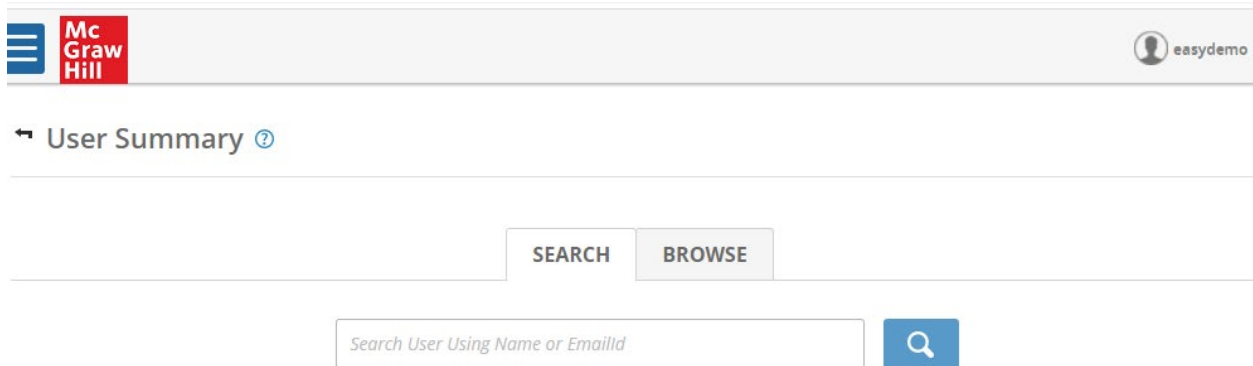
4. Once in **BROWSE** you can view the full list of registered users or filter by class section.

| SEARCH | BROWSE |

Select Course ▾   Select Class Section ▾

20 users   + Delete/Disable Users ≣

👤 Full Name	✉ Email	🏛 Institutions	👤 Role / Class Section	⦙⦙⦙ Course Count
Wes Holloway	weskholloway@gmail....	McGraw-Hill Easy Dem...	Student / MHE PA Clas...	1
Wes Holloway	wesholloway@test.com	McGraw-Hill Easy Dem...	Student / MHE Spring ...	1
Jon Jones	jon.jones@mh.edu	McGraw-Hill Easy Dem...	Student / Rad I Test	1

5. Click on a particular user to see their user details, where you can change/update their username or password.

← **User Details**

Sign In Information

Full name:	Wes Holloway
Username:	weskholloway@gmail.com
Email address:	weskholloway@gmail.com
Role:	Student
Quiz Count:	0

Change Password ▾

Deactivate Cancel   **Save**

VIEW EXISTING CLASS SECTIONS

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"MANAGE CLASS SECTIONS"**.
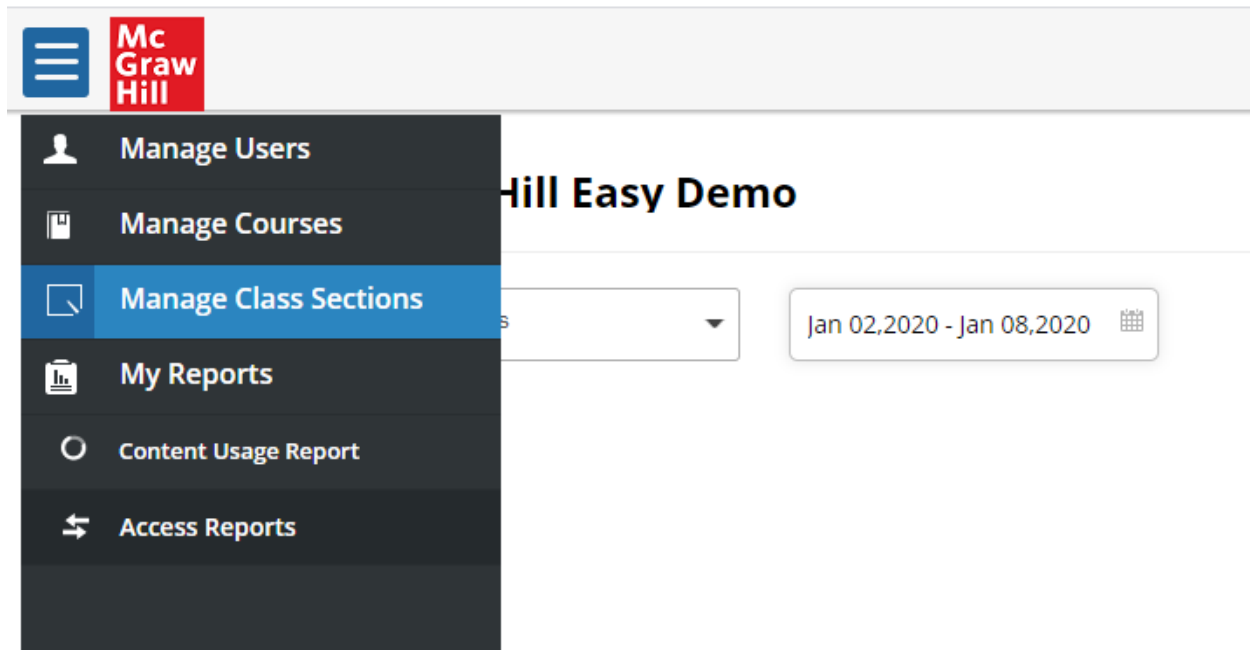
3. From here you can view a full list of active classes. Click on the drop down to view any deactivated classes. Click on a particular class section to view the list of student users in that class section.

↩ Class Section Summary   + Class section

All Courses	Active

18 class sections

Class Section	Course Name	Instructor	Student Count	Status
Class of 2021	RadReview Course	Walter Thimons	0	Active
MHE PA Class 2	PA Exam Prep		1	Active
MHE Spring 2020	RadReview Course	Walter Thimons	1	Active
Rad I Test	RadReview Course		1	Active

C. Set Up Instructor Accounts (One at a Time)

<mark>**Instructor accounts must be set up by the institutional admin.**</mark>

4. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
5. From the dropdown menu on the top left, choose **"Manage Users"**.
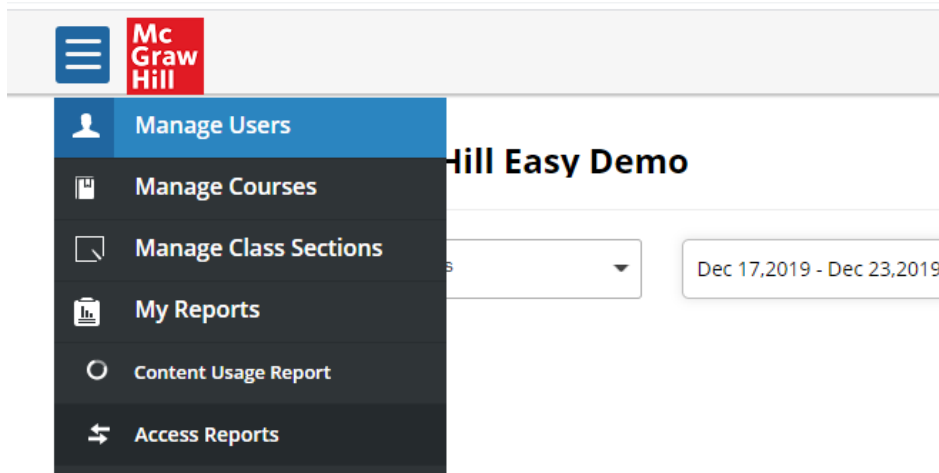
6. Toggle to **"BROWSE"** and select the appropriate course and class section. *(Note: You can select any class section—the instructor will be able to create their own new class sections later).*

7. Click on **"+New user"**

8. Enter the required information and designate that the user is an **Instructor** in the **"ROLE"** field, then click **"SAVE".** If you are using the admin account to create accounts for other instructors, let the instructor know their username and password. They can change their password later.

D. Set Up Instructor Accounts (Bulk Import)

1. Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on **"Download Students/Instructors Template"** to download the CSV file to use for bulk import.

2. Open the CSV file. Enter the appropriate information into each column. The instructors' email addresses will become their usernames. You may set a generic password at this time (instructors will be able to change it later). Save the CSV file.

3. Back on the User Summary page, click **"+Import Instructors"** and upload the CSV file.

4. The yellow ribbon at the top will let you know the selected file is valid. Click on **"GO"** to import the file.

5. You have now created the instructors' accounts. Let instructors know their username (email address you inputted in the CSV file) and password. They may change their password once they log into their instructor account.

E. Move Students to a Different Class Section

If a student has accidentally been enrolled into the wrong class section, the admin can move them to the correct class section.
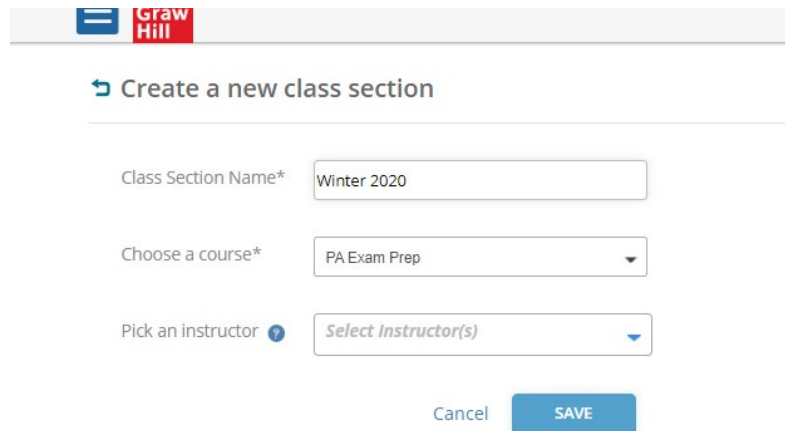
1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"MANAGE USERS".**
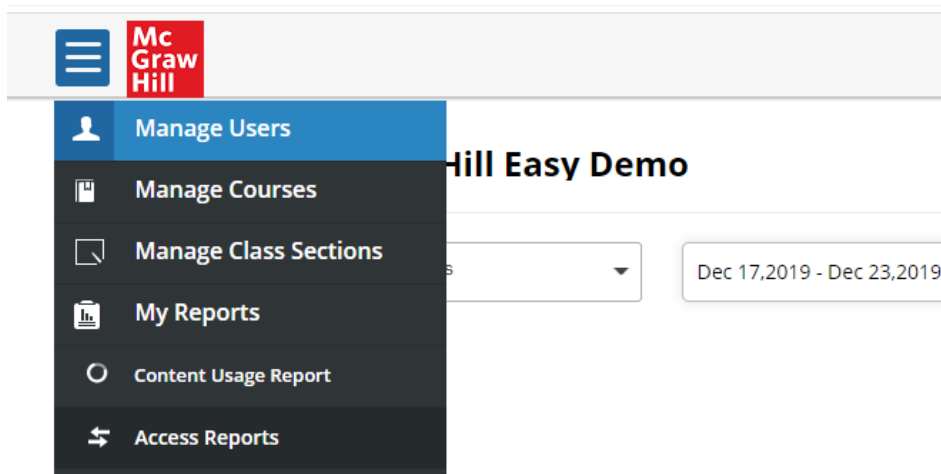
3. Click on the **"BROWSE" tab**. Select your course (PA Exam Prep) and then select the current class section the student is in.
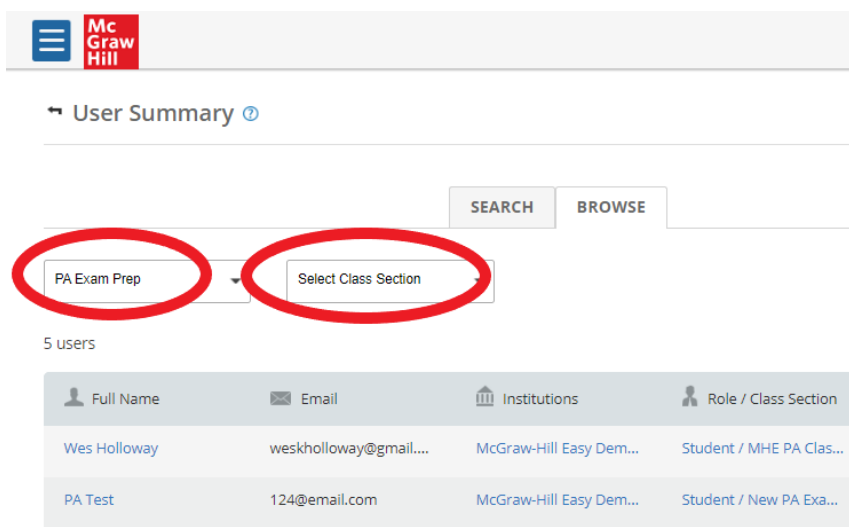
4. Find the student you would like to move. Hover over the student entry until the button **"MOVE TO A DIFFERENT CLASS SECTION"** appears. Click on this button.

5. From the pop-up box, click the dropdown "Select a class section" and select the class section you would like to move the student to.

6. Click the **"MOVE"** button. A dialog will pop up asking you to confirm if you would like to continue. Click **"OK"**. You have successfully moved the student to the new class section.

Admin Account: Secondary Functions

A. Create Class Sections and Add Instructors to Class Sections

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"MANAGE CLASS SECTIONS"**.
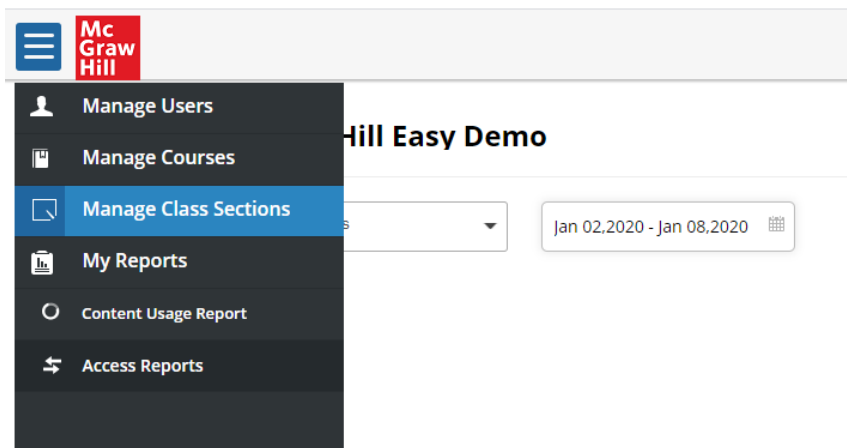
3. Click on **"+ CLASS SECTION"** at the top right.
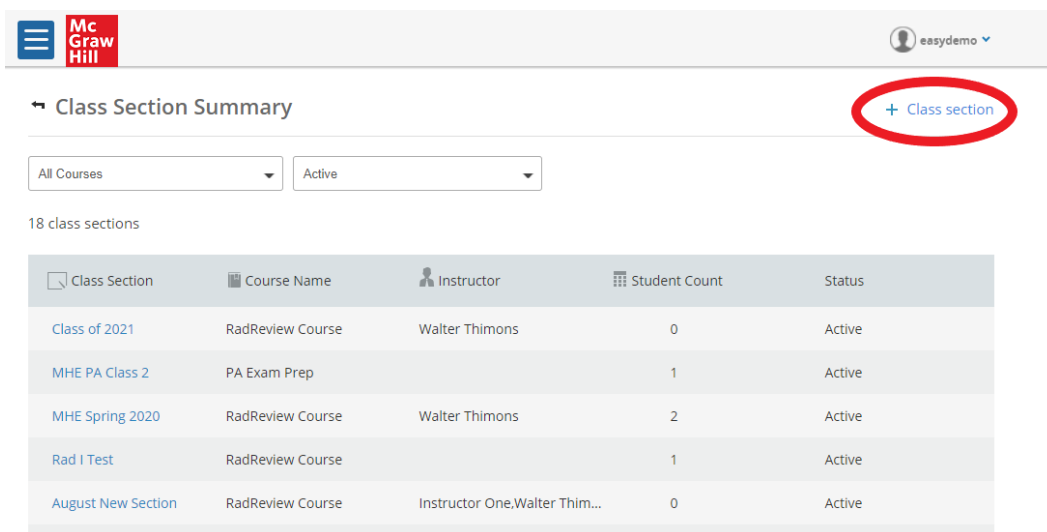
4. Enter a name for the class section. For course, make sure "PA Exam Prep" is selected. You may pick an instructor at this time for the class section or assign one later. Once you have filled out this information, click **"SAVE".** The class section has now been created.

ADD AN INSTRUCTOR TO A CLASS SECTION LATER

1. To assign an instructor to a class section you've already created, go to the main menu and select **"MANAGE CLASS SECTIONS"**. Click on the class section you would like to add the instructor to.

2. Click the dropdown **"ACTION"** button on the right and select **"Add Co-Teacher"**.

3. Select the instructor you would like to assign to this class section. Click save. You have successfully assigned the instructor to the class section.

CHANGE THE NAME OF YOUR CLASS SECTION

1. If you would like to change the name of your class section, go back to **"MANAGE CLASS SECTIONS"** and click on the class section you would like to change the name of.
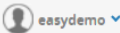

2. Click the class section name at the top and enter in a new name.

B. Set Up Student Accounts and Add Students to Class Sections

ADD STUDENTS ONE AT A TIME

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"Manage Users"**.
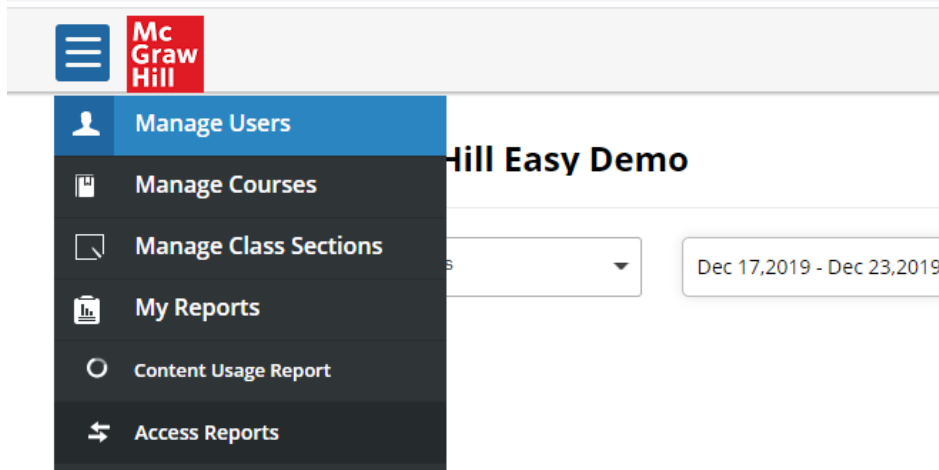
3. Select the **"BROWSE"** tab to open the User Summary page. Once on this page, make sure the course is selected to "PA Exam Prep" and then find the class section you wish to add students to.
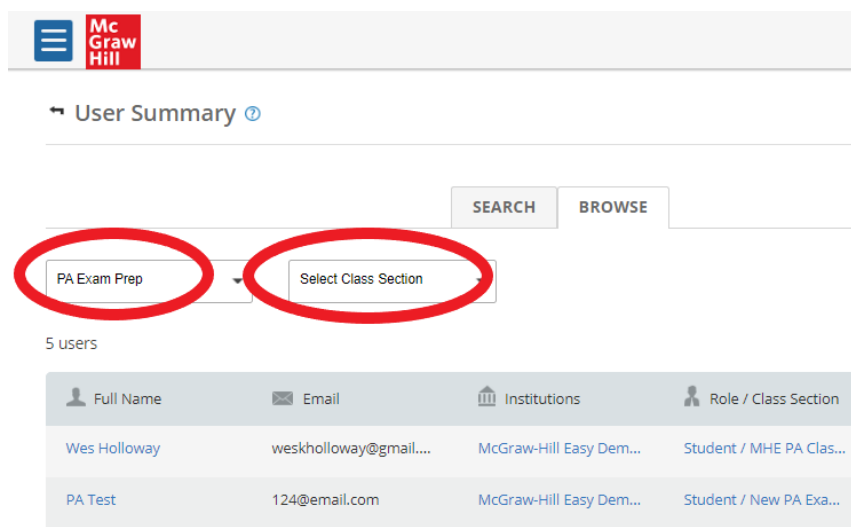
4. Once in the class section, click on **"+ New user"**.

5. Enter in the required information and designate the user as a **Student** in the **"ROLE"** field, then click **"SAVE"**. The student will be notified via email of their username and password. They can change their password later.

ADD MULTIPLE STUDENTS (BULK UPLOAD)

1. Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on **"Download Students/Instructors Template"** to download the CSV file to use for bulk import.

2. Open the CSV file. Enter the appropriate information into each column. The students' email addresses will become their usernames. You may set a generic password at this time (students will be able to change it later). Save the CSV file.

3. Back on the User Summary page, click **"+Import Students"** and upload the CSV file.

4. The yellow ribbon at the top will let you know the selected file is valid. Click on **"GO"** to import the file.

5. You have now created the students' accounts. Students will be notified via email of their username and password. They may change their password once they log into their student account.

C. Deactivate Class Sections

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"MANAGE CLASS SECTIONS"**.

3. Click on the class section you would like to deactivate.

4. From the dropdown **"ACTION"** button on the right, select **"Disable Class Section".**

5. A message will pop up that will say "Class Section Successfully Disabled". To enable the class section, click on **"ACTION"** again and select **"Enable Class Section".**

6. You can also re-enable deactivated classes by returning to the Class Section Summary page (click **"MANAGE CLASS SECTIONS"** off the main menu). Toggle to **"Disabled".**

Class Section Summary

+ Class section

All Courses ▾	Active ▴
	Disabled

18 class sections
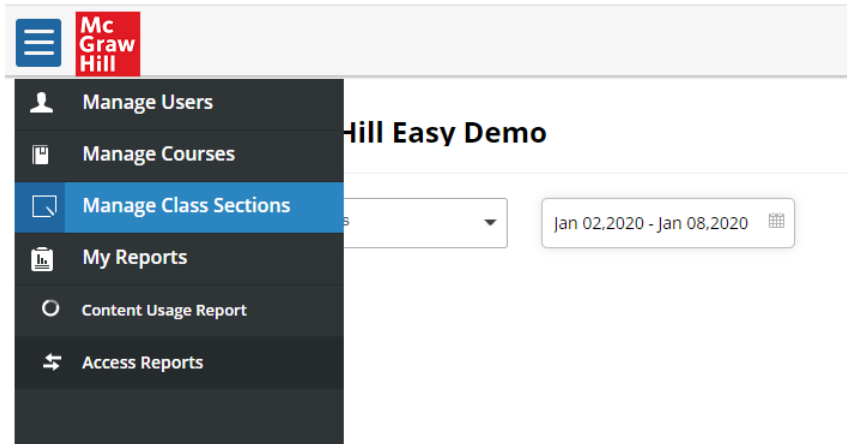
🔲 Class Section	📖 Course Name	👤 Instructor	▦ Student Count	Status
Class of 2021	RadReview Course	Walter Thimons	0	Active
MHE PA Class 2	PA Exam Prep		1	Active
MHE Spring 2020	RadReview Course	Walter Thimons	2	Active
Rad I Test	RadReview Course		1	Active
August New Section	RadReview Course	Instructor One,Walter Thim...	0	Active
Class of 2021	RadReview Course	Instructor One	2	Active

7. Locate the deactivated class section that you wish to enable. Click on the class. Once in the class, click on **"ACTION"** and then select **"Enable Class Section"**.

↩ Winter 2020 Test

Class Section Name: Winter 2020 Test

Students

Action ▾

No Students Found

Deactivate Selected Students
Reset Password
Edit Student
Add Co-Teacher
Enable Class Section

D. Deactivate Student Accounts

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"Manage Users"**.
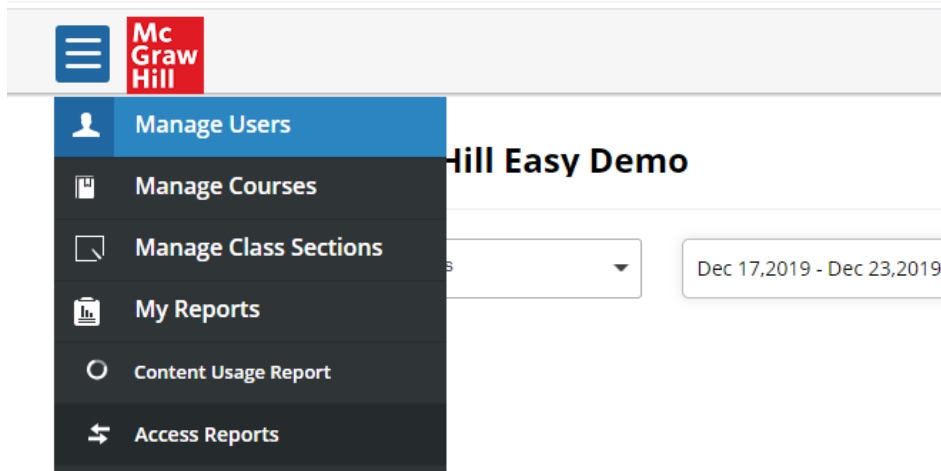
3. Search for the user you would like to deactivate by entering the user name or email address. Once you find the user, click to access user details.

4. Once in user details, click **"Deactivate"** at the bottom of the page.

5. The user has been successfully deactivated. To re-activate the user, click **"Activate"**.

Admin Reports

A. Usage Reports: User Logins

From the admin account, you can run a report of number of user logins over a specified date range.

1. Navigate https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. The usage reports are available right from the dashboard. Make sure your course is selected to "PA Exam Prep". For report type, select "User Logins" (it should be the default). Specify your date range and whether you would like the data to be shown daily, weekly, or monthly. Once you have filled these parameters in, the report will generate automatically. You can click **"Download"** at the bottom right to download a CSV file of the data.
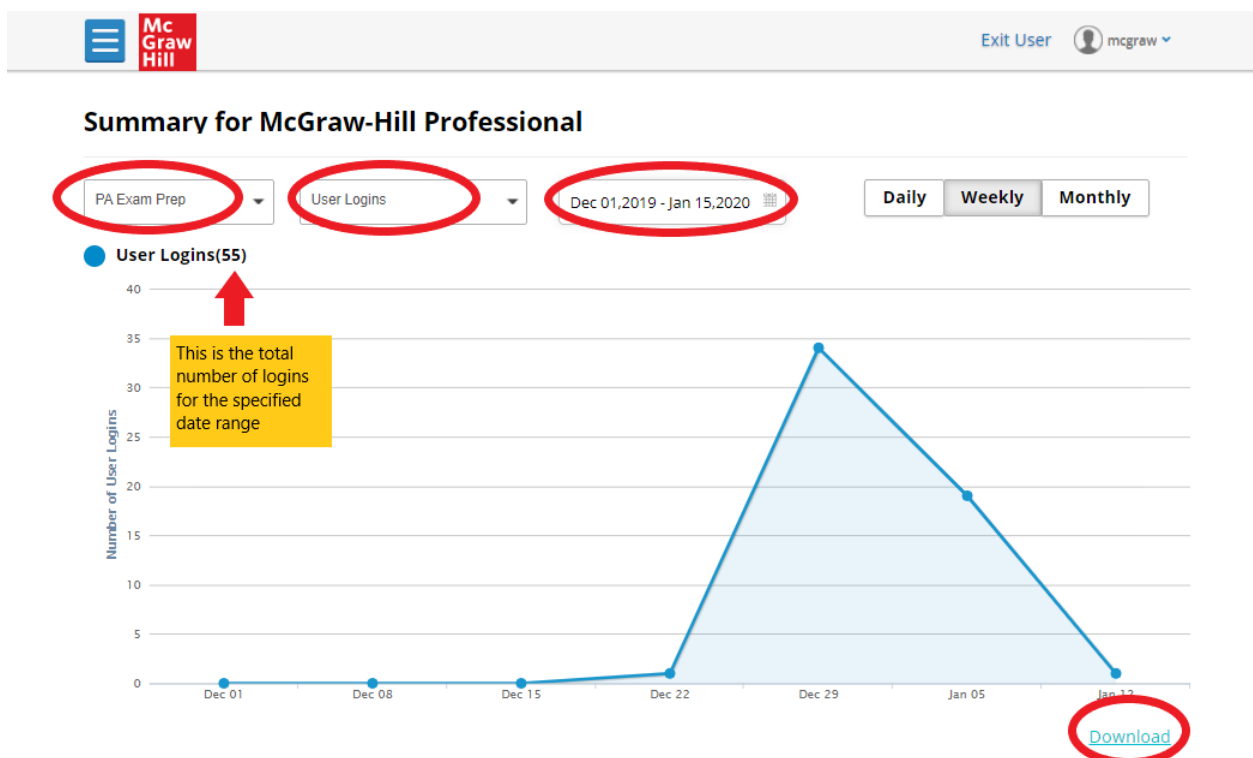
B. Usage Reports: App Logins

From the admin account, you can run a report for how many user logins over a specified date range are logins through the PA Exam Prep mobile app.

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. The usage reports are available right from the dashboard. Make sure your course is selected to **"PA Exam Prep"**. For report type, select **"User-Logins-System Report"**. Specify your date range and whether you would like the data to be shown daily, weekly, or monthly. Once you have filled these parameters in, the report will generate automatically. The generated report will show logins for all device types.
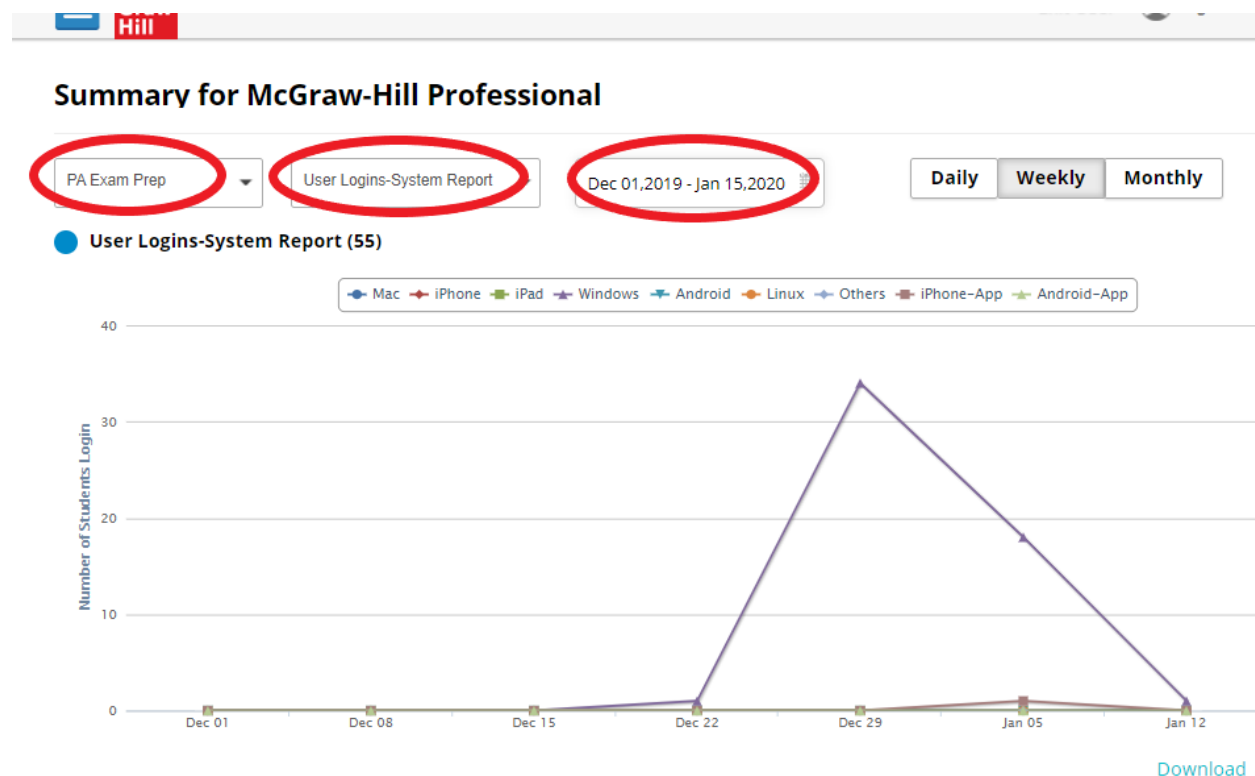
3. To show data for app-login only, click on the other device types to un-select them and remove them from the report, leaving only **"iPhone-App"** and **"Android-App"**. You can click **"Download"** at the bottom right to download a CSV file of the data.

C. Content Reports

The admin has access to detailed reports on how users are accessing PA Exam Prep's content. The following content reports are available:

- **Lessons Complete:** Shows how many "Recommended Reading" lessons from the learning modules were accessed by users within the specified date range.
- **Questions Answered:** Shows how many quiz questions and assignment questions have been answered by users within the specified date range.
- **Assessments Submitted:** Shows how many assessments (quizzes and assignments) have been completed by users within the specified date range.
- **Top Five TLOs:** Shows the top five learning objectives (major exam categories) used by users based on the number of questions answered in each category, within the specified date range.

1. Navigate to https://www.paexamprep.com/ and sign in as the **institutional admin.**
2. From the dropdown menu on the top left, choose **"Content Usage Report"**.
4. Make sure your course is selected to "PA Exam Prep". Select the type of report you wish to run and specify the date range. The report will generate automatically. You can click **"Download"** at the bottom right to download a CSV file of the data.