



PA EXAM PREP™

PA Exam Prep™
Instructor User Guide

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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 Uses**
 - 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 Uses**
 - 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

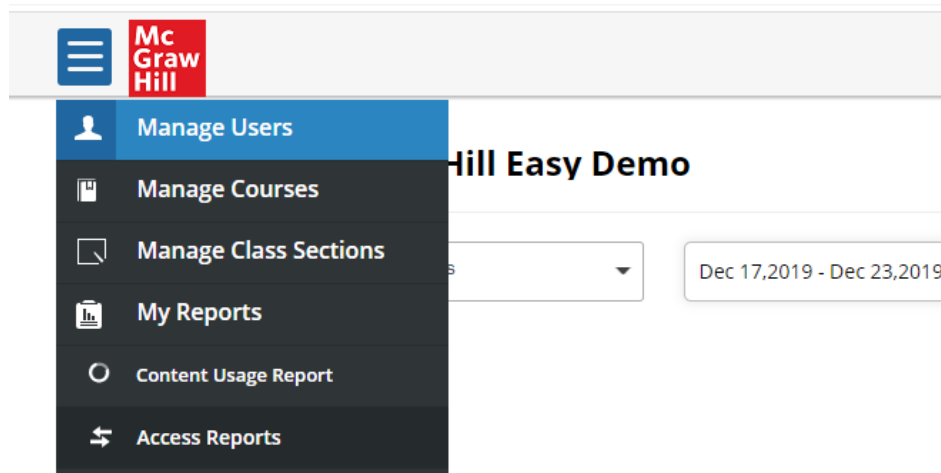
Getting Started: Instructor Account

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

Please note: This section only covers how to use the admin account to create instructor accounts. If you are looking for more information on the admin account, please consult the PA Exam Prep Admin User Guide.

Instructor accounts must be set up by the institutional admin.

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. 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).

McGraw Hill

User Summary

SEARCH BROWSE

PA Exam Prep Select Class Section

5 users

Full Name	Email	Institutions	Role / Class Section
Wes Holloway	wesholloway@gmail...	McGraw-Hill Easy Dem...	Student / MHE PA Clas...
PA Test	124@email.com	McGraw-Hill Easy Dem...	Student / New PA Exa...

4. Click on “+New user”

McGraw Hill

User Summary


SEARCH BROWSE


PA Exam Prep Class of 2020

1 user + Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
Walter Thimons	walter@gmail.com	McGraw-Hill Easy Dem...	Instructor / Class of 20...	1

5. 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 the username and password. They can change their password later.





Full name:

Email address: (Login ID)

Password:

Confirm password:

Role:

Course Name:

Class Section:

B. 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.

McGraw Hill

easydemo

User Summary

SEARCH BROWSE

PA Exam Prep Class of 2020

1 user + Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
Walter Thimons	walter@gmail.com	McGraw-Hill Easy Dem...	Instructor / Class of 20...	1

Download Students/Instructors Template

- 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.

AutoSave Off

File Home Insert Page Layout Formulas Data

Clipboard Font Align

	A	B	C
1	FirstName LastName	Email	Password
2	instructortest1	instructor1@test.com	paexamprep
3	instructortest2	instructor2@test.com	paexamprep
4	instructortest3	instructor3@test.com	paexamprep
5			

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

The screenshot shows the 'User Summary' page in the McGraw-Hill Easy Demo system. At the top left is the McGraw-Hill logo. The page title is 'User Summary'. Below the title are 'SEARCH' and 'BROWSE' buttons. There are two dropdown menus: 'PA Exam Prep' and 'Class of 2020'. Below these, it says '1 user'. A red circle highlights the '+ Import Instructors' button. To its right are '+ Import Students' and '+ New user' buttons. Below these buttons is a table with columns: Full Name, Email, Institutions, Role / Class Section, and Course Count. The table contains one row for 'Walter Thimons' with email 'walter@gmail.com', institution 'McGraw-Hill Easy Dem...', role 'Instructor / Class of 20...', and course count '1'. At the bottom left is a link 'Download Students/Instructors Template'.

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

The screenshot shows the 'User Summary' page with a yellow validation message at the top: 'Selected file is valid. Click on GO button to import user(s).'. Below the message are 'SEARCH' and 'BROWSE' buttons. There are two dropdown menus: 'RadReview Course' and 'MHE Spring 2020'. A text input field contains 'Import_template (30).csv'. A red circle highlights the 'Go' button. Below the input field, it says 'No user found'. To the right are '+ Import Instructors', '+ Import Students', and '+ New user' buttons. Below these buttons is a table with columns: Full Name, Email, Institutions, Role / Class Section, and Course Count. The table is empty. At the bottom left is a link 'Download Students/Instructors Template'.

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.

C. Password Reset

Once the admin has created your instructor account you may sign in and start using PA Exam Prep. The admin will have set a generic password for you. To reset your password:


1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, click on your profile at the bottom.

Topic	Category
Pharmaceutical Therapeutics	Task Areas
Using Laboratory & Diagnostic Studies	Task Areas
Applying Basic Science Concepts	Task Areas
Surgery	Areas of Fo
Internal Medicine	Areas of Fo
Psychiatry / Behavioral	Organ Syste
Infectious Diseases	Organ Syste
Pulmonary	Organ Syste
History Taking & Performing Physical Examinations	Task Areas
Pediatrics	Areas of Fo
Neurologic System	Organ Syste
Formulating Most Likely Diagnosis	Task Areas
Family Medicine	Areas of Fo
Emergency Medicine	Areas of Fo

3. Click on **“CHANGE PASSWORD”** and enter in your new password. Retype your new password to confirm and then click **“SAVE.”** Your password has now been reset.

PA Exam Prep (Change) Class: PA

Personal Details



First Name: Instructor
Last Name: Demo
Email address: instructor.demo@mheducation.com

Change Password ▼

New password:
Confirm password:

Academic Interest _____
Societies _____
Awards/Honors _____
Publications _____

Forgot your password? Go to the sign in page and click “Forgot Password” and follow the instructions.

D. Instructor Dashboard

Explore the following options from the Instructor Dashboard:

1. Main Menu: Click on the arrow to expand.

PA EXAM PREP* PA Exam Prep (Change)

Students: 18 (Enrolled in Class)
 Questions: 4 (Answered in 90 days)
 Assignments: 2 (Scheduled, 0 In Progress)

Most Challenging Topics

Topic
Reproductive
Hematologic
Obstetrics-Gynecology
Clinical Intervention
Endocrine
Dermatologic

PA EXAM PREP* PA Exam Prep (Change)

Dashboard

Students: 18 (Enrolled in Class)
 Questions: 4 (Answered in 90 days)

Most Challenging Topics

Topic
Reproductive
Hematologic
Obstetrics-Gynecology
Clinical Intervention
Endocrine
Dermatologic

2. From the dashboard you can:
 - a. View quick metrics
 - i. Current class section (top right)
 - ii. Number of students in class (with hyperlink to class list)
 - iii. Number of questions answered in last 90 days
 - iv. Assignment status (with hyperlink to assignment status page)
 - v. Practice performance and Assignment performance
 - b. Most Challenging Topics table
 - i. Class section performance for each major exam category
 - ii. Sort by strongest performance to weakest or weakest to strongest

PA Exam Prep (Change) Class: PA

Students: **18**
Enrolled in Class

Questions: **4**
Answered in 90 days

Assignments: **27**
0 Scheduled, 20 In Progress, 7 Done

% Correct (Practice): **62%** % Correct (Assignments): **0%**

Your Students are performing better than 69% of their peers.

Most Challenging Topics

Topic	Category	Questions	Performance(%)
Reproductive	Organ Systems	570	51%
Hematologic	Organ Systems	409	52%
Obstetrics-Gynecology	Areas of Focus	705	53%
Clinical Intervention	Task Areas	1173	56%
Endocrine	Organ Systems	567	58%
Dermatologic	Organ Systems	392	59%
Health Maintenance	Task Areas	338	59%
Pharmaceutical Therapeutics	Task Areas	1112	62%
Using Laboratory & Diagnostic Studies	Task Areas	1652	62%
Applying Basic Science Concepts	Task Areas	981	62%
Surgery	Areas of Focus	374	62%
Internal Medicine	Areas of Focus	3535	62%
Psychiatry / Behavioral	Organ Systems	288	63%

How to Create Class Sections and Add Students

A. Create Class Sections

As an instructor, you can now create class sections and add students right from your instructor account.

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to “**MANAGE CLASS.**”

The screenshot shows the PA Exam Prep dashboard. On the left is a navigation menu with options: Dashboard, Assignments, Manage Class (highlighted), Reports, Help, and Logout. The main content area displays class statistics: 18 Students Enrolled in Class, 4 Questions Answered in 90 days, and 0 Scheduled. Below this is a section titled 'Most Challenging Topics' with a list: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. Click on “**+Class Section**” at the top right of the Class Section Summary page.

The screenshot shows the 'Class Section Summary' page. At the top right, there is a button labeled '+ Class section' circled in red. Below the button is a dropdown menu set to 'Active'. The page indicates '1 class section' and displays a table with the following data:

Class Section	Course Name	Instructor	Student Count	Status
PA	PA Exam Prep	Instructor Demo, [redacted]	18	Active

4. Enter in the Class Section Name. The course should be pre-selected as PA Exam Prep. Click **“SAVE.”** Your class section is now created and should be listed on the Class Section Summary page.
5. There is also an option to add a **“Start Date”** and **“End Date”** for the class section.
 - a. After the end date, students will still be able to access the class to view reports and previous assignments but will not be able to complete any additional assignments or quizzes.
 - b. If you do not enter a start and end date, the class section will be available indefinitely.

Create a new class section

Class Section Name*	<input type="text" value="Enter class section name"/>
Choose a course*	<input type="text" value="PA Exam Prep"/>
Start Date	<input type="text" value="Start date"/>
End Date	<input type="text" value="End date"/>

[Cancel](#)

- Your dashboard displays data from the current class section. The top right of your screen tells you what class section you are currently viewing. If you have multiple class sections, you can switch between classes by clicking on the class and toggling to a different class.

The screenshot shows a dashboard with the following elements:

- Top left: "Prep (Change)" link.
- Top right: "Class: PA" dropdown menu, circled in red, with "Winter 2020" listed below it.
- Questions: 4 (answered in 90 days).
- Assignments: 27 (0 Scheduled, 20 In Progress, 7 Done).
- Performance: 62% (% Correct (Practice)), 0% (% Correct (Assignments)).
- Summary: "Your Students are performing better than 69% of their peers".
- Table with columns: Category, Questions, Performance(%).

Category	Questions	Performance(%)
Organ Systems	570	51%
Organ Systems	409	52%
Areas of Focus	705	53%
Task Areas	1173	56%
Organ Systems	567	58%
Organ Systems	392	59%
Task Areas	338	59%
Task Areas	1112	62%
Task Areas	1657	62%

B. Add Students to the Class Section

As an instructor, you can now create class sections and add students right from your instructor account.

- Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
- From the main menu on the left, go down to **"MANAGE CLASS."**

McGraw Hill PA EXAM PREP™ PA Exam Prep (Change)

Dashboard
 Assignments
Manage Class
 Reports
 Help
 Logout

Students: 18 Enrolled in Class
 Questions: 4 Answered in 90 days
 0 Scheduled

Most Challenging Topics

Topic
Reproductive
Hematologic
Obstetrics-Gynecology
Clinical Intervention
Endocrine

- On the Class Section Summary page, click on the class section that you would like to add students to.

PA Exam Prep (Change) Class: PA

Class Section Summary + Class section

Active


2 class sections

Class Section	Course Name	Instructor	Student Count	Status
Winter 2020	PA Exam Prep	Instructor Demo	0	Active
PA	PA Exam Prep	Instructor Demo,	18	Active

- Once in the class section, you can add students one at a time or add multiple students at once.
 - To add students one at a time, click the “+” button.

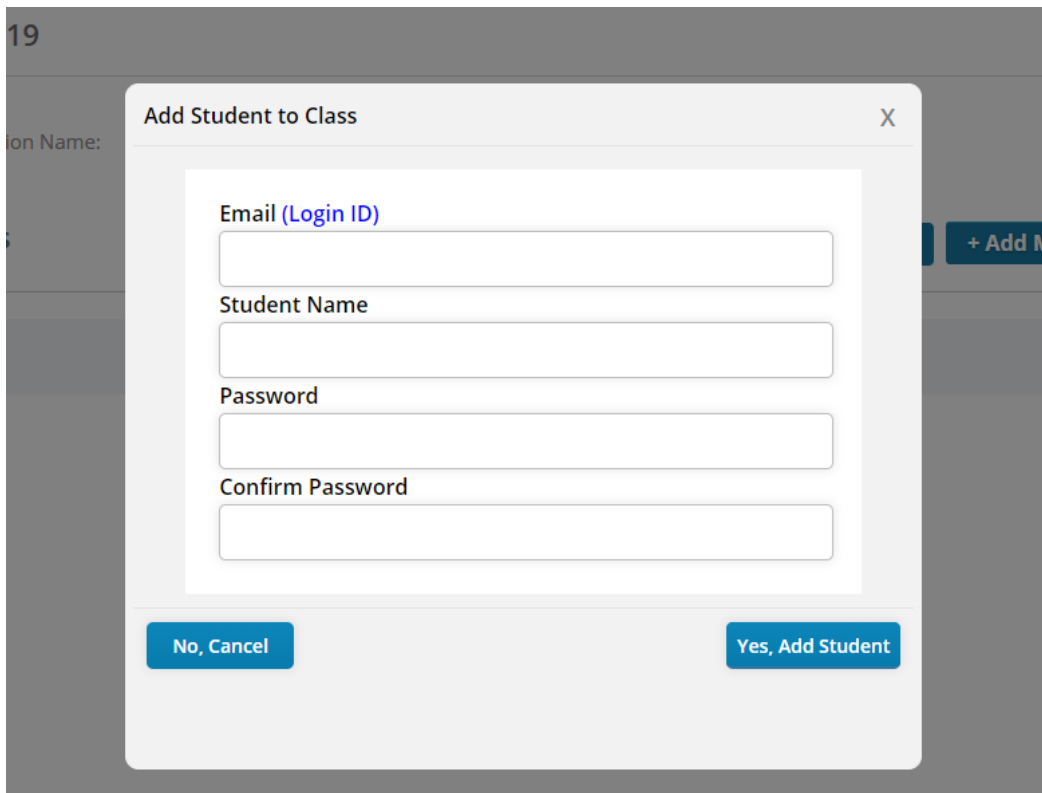
Class Section Name: Dec 2019

Students

 Action ▾ [+ Add Multiple Students](#)

No Students Found

- b. Enter the required information (including a generic password that the student can change later) and click **“Yes, Add Student.”** An email will be sent to the student letting them know their account has been created and will list their username (email) and password. They may reset their password once they log in.



19

ion Name:

Add Student to Class X

Email (Login ID)

Student Name

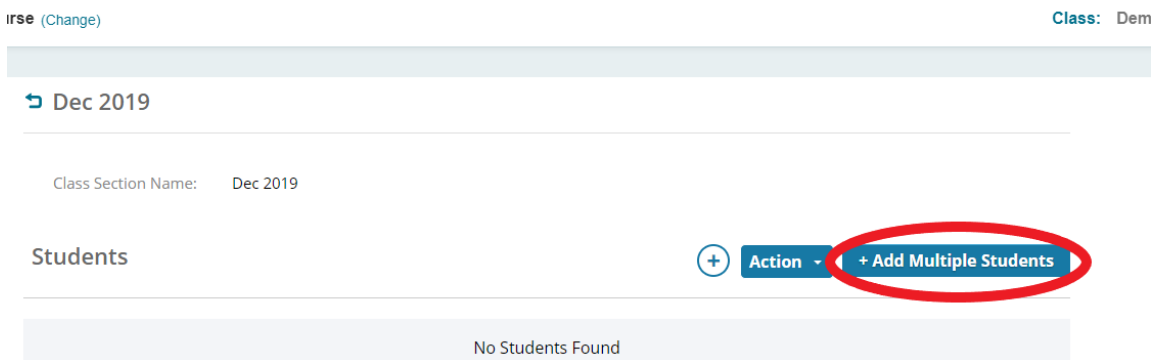
Password

Confirm Password

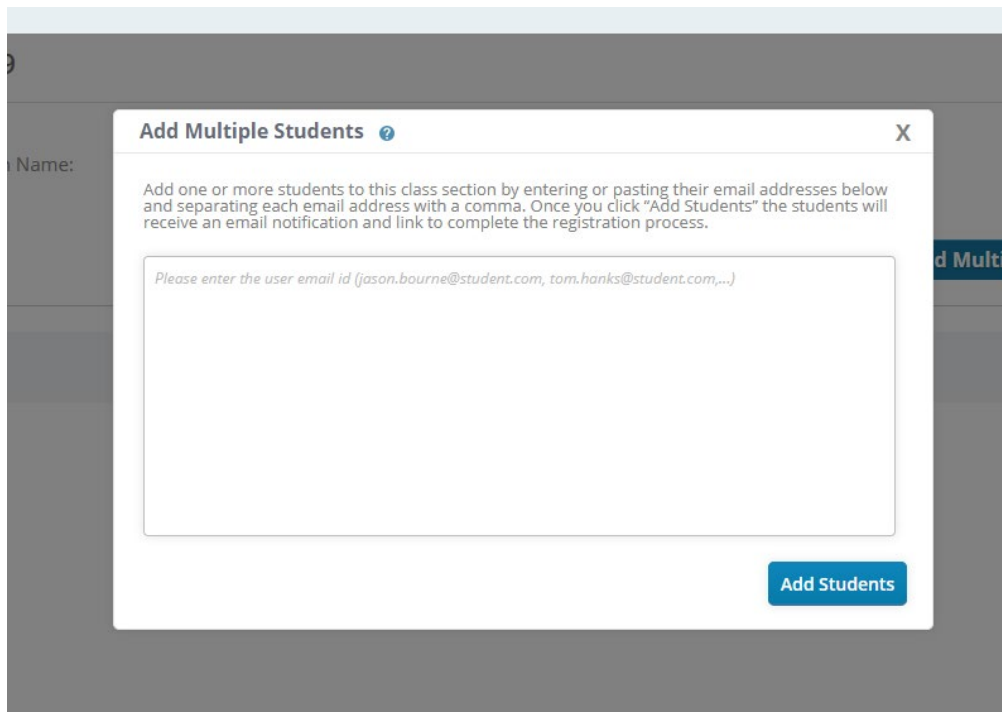
No, Cancel Yes, Add Student

- 5. You can also add multiple students at once.

- a. Navigate to the appropriate class section. Once in the class section, click **“+ Add Multiple Students.”**

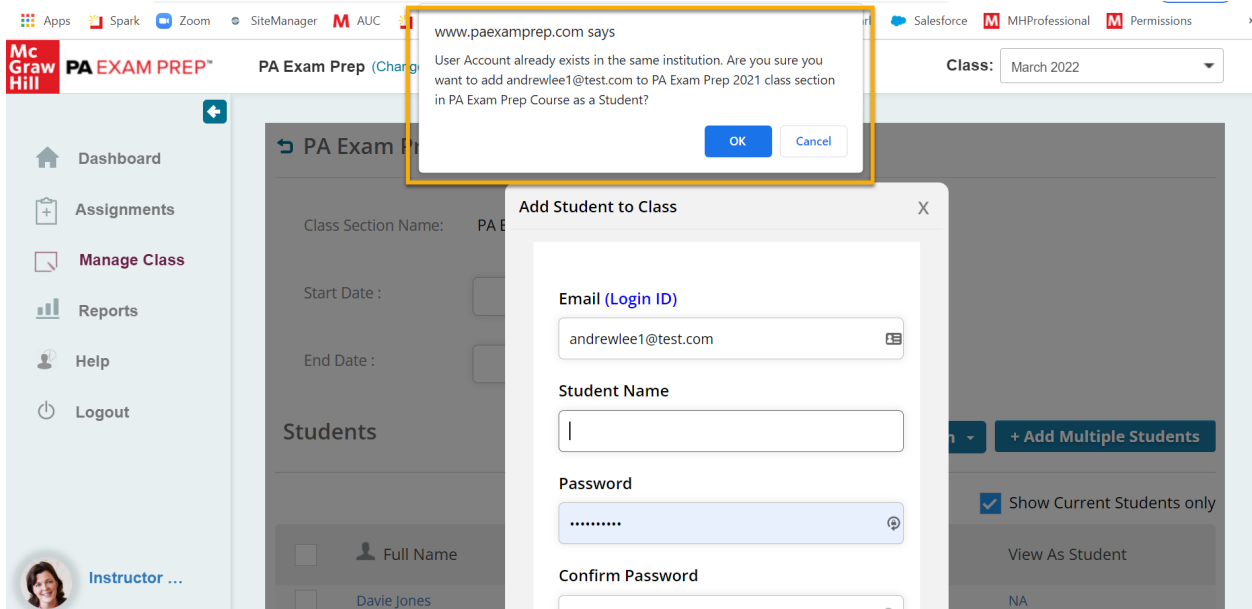


6. Following the instructions on the page: Add multiple students to the class section by entering or pasting their email addresses in the box and separating each email address with a comma. Once you click **“Add Students”** the students will receive an email notification and link to complete the registration process and join the class.



7. Students can now be enrolled in multiple concurrent class sections. To add a student who is already enrolled in another class to your class section, you must use

- the “+” option to add students one at a time (step #4-6 above).
- When you enter the student’s email address, you will see a pop-up message stating that the student account already exists in the same institution. Click “OK” to add the student to your class section.



- If you are trying to add students using the “Add Multiple Students” option and see the error message “already subscribed” that means the student is already enrolled in another class section at your institution. You will need to add those students using the one at a time option described above.

Add Multiple Students ?



Registration failed for already subscribed users or other institution users

- rachelc@mhtest.com - already subscribed
- adal@mhtest.com - already subscribed
- mariec@mhtest.com - already subscribed
- stephenh@mhtest.com - already subscribed
- rosalindf@mhtest.com - already subscribed
- neilt@mhtest.com - already subscribed
- alant@mhtest.com - already subscribed
- roberto@mhtest.com - already subscribed

If you see a different error message when adding students, please contact Customer Success for help (customersuccess@mheducation.com).

C. Move Students to a Different Class Section

If a student has accidentally been enrolled into the wrong class section, you can move them to the correct class section.

Please Note: Students can be enrolled in multiple class sections concurrently. Moving a student to a different class section will remove them from that class section and delete any instructor assignment data from that class.

- Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
- From the main menu on the left, go down to **“MANAGE CLASS”**.

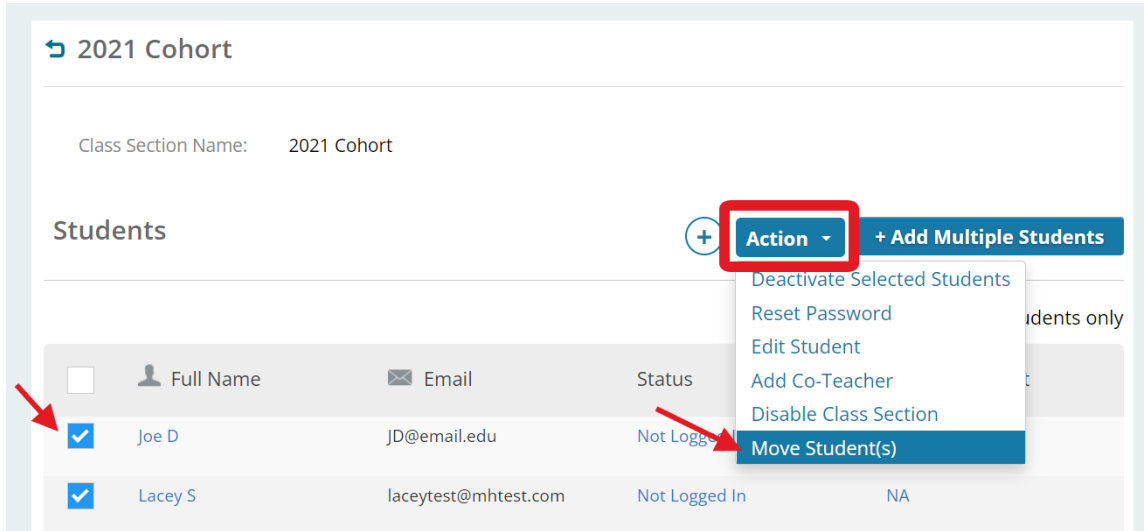
The screenshot displays the PA Exam Prep instructor interface. At the top left is the McGraw Hill logo and 'PA EXAM PREP™'. The user is logged in as 'PA Exam Prep (Change)'. A left-hand navigation menu includes: Dashboard, Assignments, **Manage Class** (highlighted with a yellow box), Reports, Help, and Logout. The main content area shows two summary cards: 'Students' with a count of 3 and 'Enrolled in Class' below it, and 'Questions' with a count of 4 and 'Answered' below it. Below these is a section titled 'Most Challenging Topics' with a list of topics: Emergency Medicine, Obstetrics-Gynecology, Health Maintenance, Professional Practice, and Cardiovascular.

- c. On the Class Section Summary page, click on the class section where you would like to move students **FROM**.

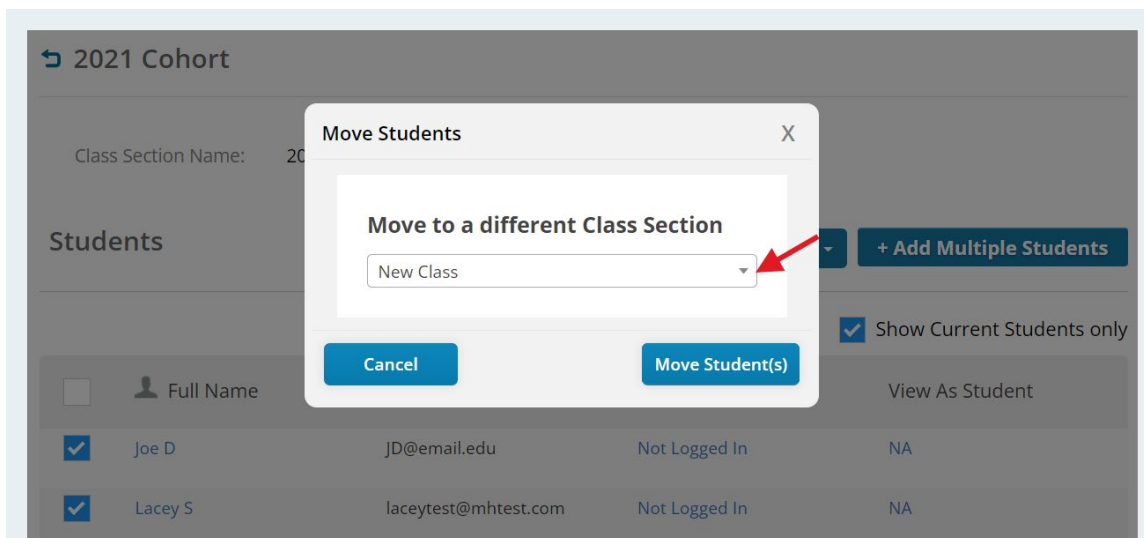
The screenshot shows the 'Class Section Summary' page for 'PA Exam Prep'. The page includes a sidebar with navigation options: Dashboard, Assignments, Manage Class, Reports, Help, and Logout. The main content area displays a table of class sections. A dropdown menu is set to 'Active', and there are 10 class sections listed. The 'March 2022' section is highlighted with a yellow box.

Class Section	Course Name	Instructor	Student Count	Status
March 2022	PA Exam Prep	Instructor Demo	0	Active
PA2022	PA Exam Prep	Instructor Demo	0	Active
Test2021	PA Exam Prep	Instructor Demo	0	Active
test3	PA Exam Prep	Instructor Demo	0	Active
SCU	PA Exam Prep	Instructor Demo	0	Active
Chatham	PA Exam Prep	Instructor Demo	0	Active

- d. Use the checkboxes to select the students you wish to move out of this class section into a different class section.
- e. Once you have the students selected, click on **“ACTION”** and select **“MOVE STUDENT(S)”** from the dropdown menu.



- f. Use the dropdown menu in the pop-up window to select the class section you would like to move the selected students **TO**. Then click **“MOVE STUDENT(S)”**.
- g. *Moving a student to a different class section will delete any instructor assignment data that had been associated with that class.*



D. Deactivate Class Sections or Student Accounts

1. To deactivate a class section or student account go to the main menu on the left and go down to **“MANAGE CLASS.”**

The screenshot shows the PA Exam Prep dashboard. On the left is a navigation menu with the following items: Dashboard, Assignments, Manage Class (highlighted in yellow), Reports, Help, and Logout. The main content area displays course statistics: 18 Students Enrolled in Class, 4 Questions Answered in 90 days, and 0 Scheduled. Below this is a section titled 'Most Challenging Topics' with a list: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

2. On the Class Section Summary page, click on the class section that you would like to deactivate or the class section that contains student accounts you would like to deactivate.

The screenshot shows the 'Class Section Summary' page for the 'PA Exam Prep' course. At the top right, it says 'Class: PA'. Below the title is a dropdown menu set to 'Active' and a '+ Class section' link. It indicates there are '2 class sections'. A table lists the sections:

Class Section	Course Name	Instructor	Student Count	Status
Winter 2020	PA Exam Prep	Instructor Demo	0	Active
PA	PA Exam Prep	Instructor Demo,	18	Active

3. To disable the class section, click on **“ACTION”** and from the dropdown click **“Disable Class Section.”** To deactivate selected students, select the students, click on **“ACTION”** and from the dropdown click **“Deactivate Selected Students.”**
 - a. **Disabling a class section means that all students in that class section will no longer be able to access that class. If the students are also enrolled in another class section, they will still have access to PA Exam Prep.**

[Democlass](#)

Class Section Name: Democlass

Students

+
Action ▾
+ Add Multiple Students

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

<input type="checkbox"/>	Full Name	Email	
<input type="checkbox"/>	demo001@student1.com	demo001@student1.comaaaaa	Students only
<input type="checkbox"/>	demo001@student2.com	demo001@student2.comaaaaa	Last signed in on Dec 4, 2019 10:59 AM

4. You can always view disabled class sections by going to the Class Section Summary page and toggling to the **“Disabled”** class section list.

PA Exam Prep [\(Change\)](#)

Class: PA ▾

Class Section Summary + Class section

Active ▾

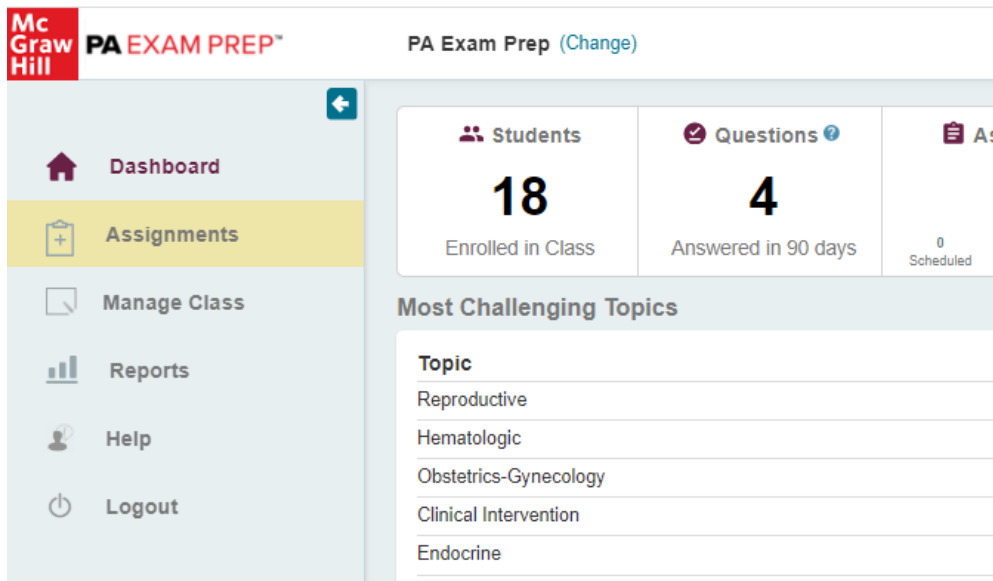
Disabled

Class Section	Course Name	Instructor	Student Count	Status
Winter 2020	PA Exam Prep	Instructor Demo	0	Active
PA	PA Exam Prep	Instructor Demo,	18	Active

How to Create Assignments and View Assignment Results

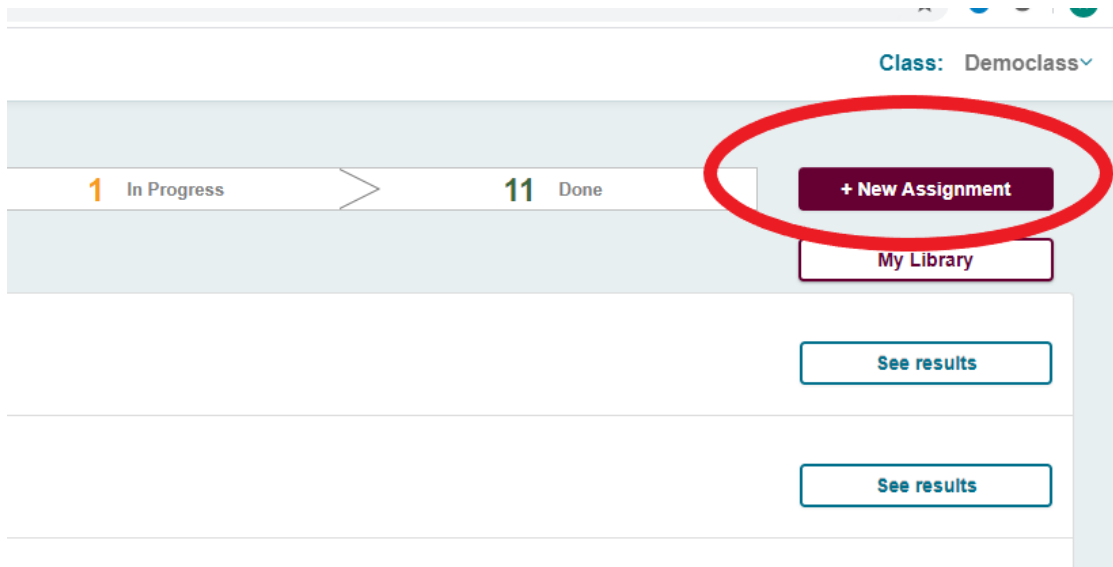
A. Create Assignments: Select from the Instructor Bank

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to “ASSIGNMENTS.”



The screenshot shows the PA Exam Prep dashboard. On the left is a navigation menu with options: Dashboard, Assignments (highlighted in yellow), Manage Class, Reports, Help, and Logout. The main content area displays a summary for the current class: 18 Students Enrolled in Class, 4 Questions Answered in 90 days, and 0 Scheduled. Below this is a section titled 'Most Challenging Topics' with a list: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. From the Assignment Status page, click on “+ New Assignment” at the top right.



The screenshot shows the Assignment Status page for a class named 'Democlass'. It features a progress bar with '1 In Progress' and '11 Done'. On the right side, there is a purple button labeled '+ New Assignment' which is circled in red. Below this button are buttons for 'My Library', 'See results', and another 'See results' button.

- To select questions from the Instructor Question Bank, choose the **“Select from the Instructor Question Bank”** option and click **“CONTINUE.”**

PA Exam Prep (Change) Class: PA

Create a New Assignment

Assignment Setup 2 3
Select Questions Assign to Students

How do you wish to select questions for your assignment? [Continue](#)

- Select from the Instructor Question Bank**
Search and add questions from the PA Exam Prep Instructor Question Bank to your assignment. You have 281 questions in the bank to select from.
- Auto-Select from the Instructor Question Bank**
You specify the selection rules such as topics and categories and we automatically select the questions for you.
- Select an assignment from My Library**
Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again.
- Select a test from the Mock Test Library**
Select a mock test to assign from the Mock Test Library.

- Narrow down the questions you'd like to choose from by filtering learning objectives (exam categories) question types, difficulty, or searching for questions by key word. Click the preview button to expand the question. Select the questions to add to your assignment by clicking on the check box next to the question. As you select questions your questions will populate the selected tab.

Create a New Assignment

Assignment Setup 2 3
Select Questions Assign to Students

Find Questions Selected (2)

Select from Bank [Q](#) [Continue](#) 2

Text Keywords

Learning Objectives: 2.3 EENT (Eyes, Ears, Nose and T...
Applied Tags: 2.3 EENT (Eyes, Ears, Nose and Throat) X

(1 - 16) 16 Questions matching your criteria

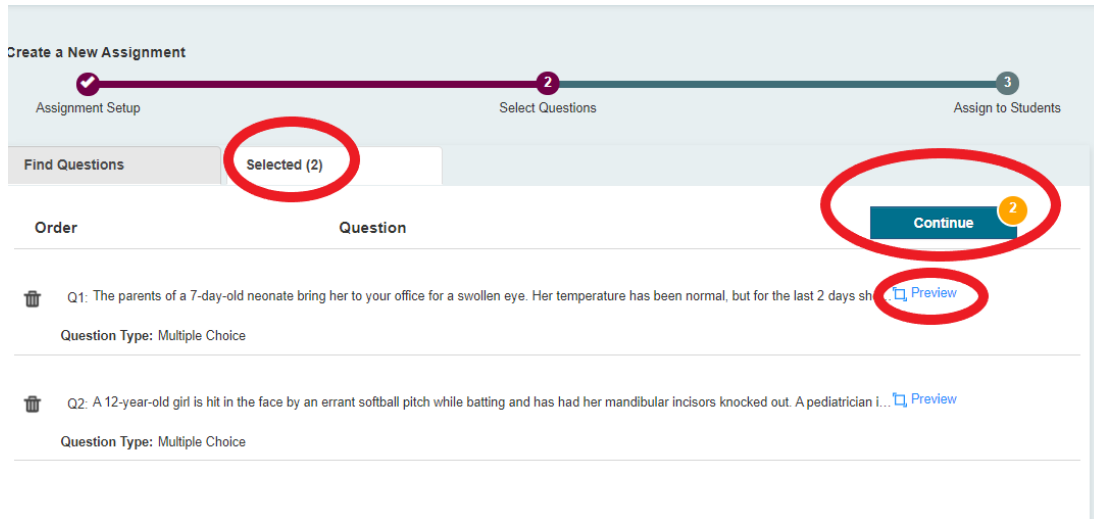
Question Types: All Types

Difficulty: All

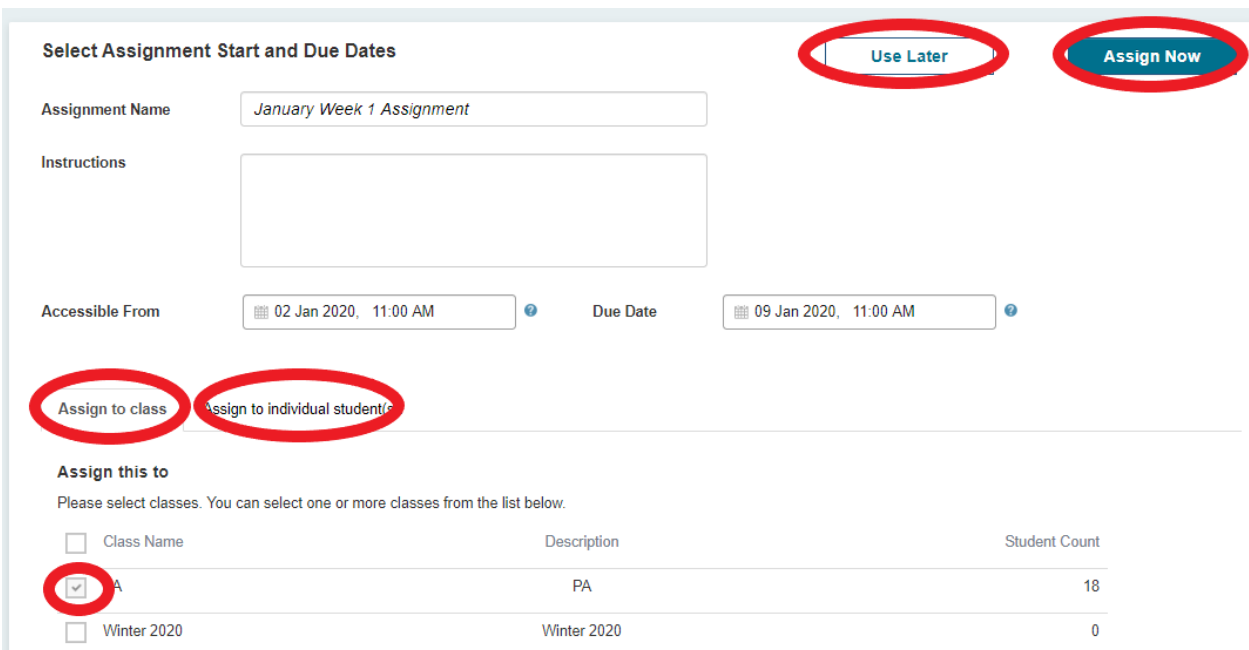
[Clear All Filters](#)

- The parents of a 7-day-old neonate bring her to your office for a swollen eye. Her temperature has be... [Preview](#)
Learning Objective : Pediatrics, EENT (Eyes, Ears, Nose and Throat), Formulating Most ...
- Q: A 12-year-old girl is hit in the face by an errant softball pitch while batting and has had her mandibular... [Preview](#)
Learning Objective : Pediatrics, EENT (Eyes, Ears, Nose and Throat), Clinical Intervention
- Q: A 6-month-old infant is seen by the physician assistant for well-child care. The mother reports the inf... [Preview](#)

- Preview your assignment before continuing by clicking on the **“Selected”** tab. Click preview to expand and view the full question. Click **“CONTINUE”** when you are finished adding questions to your assignment.



- Enter your assignment’s name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. You can save the assignment to edit later by choosing **“USE LATER.”** If your assignment is ready, click **“ASSIGN NOW.”**



8. A message will display that the assignment has been assigned successfully.

 **Assigned Successfully**

The assignment will be automatically graded and results will update live as students complete the assignment.

Students have been notified by email to take the assignment.

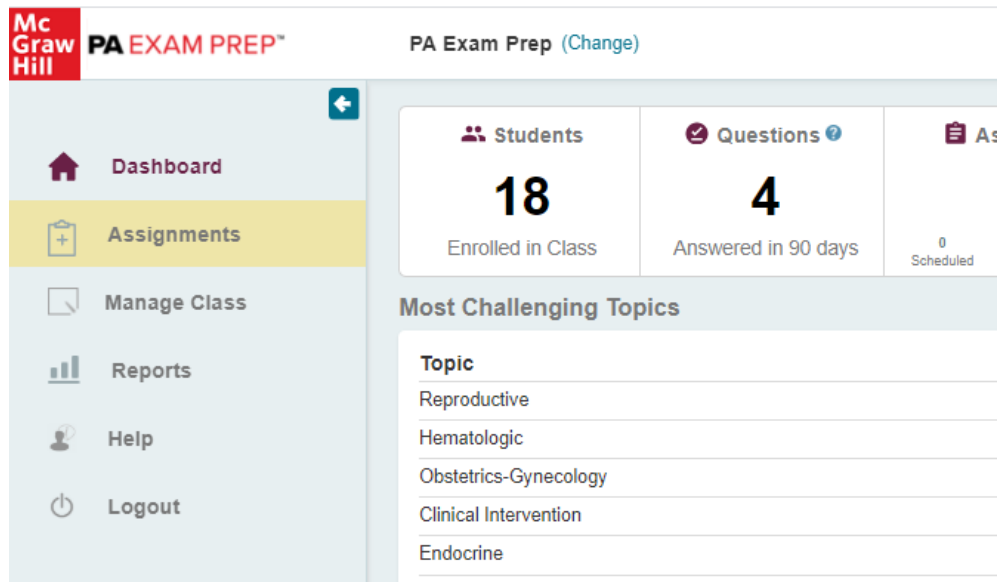
The following classes / student(s) can start the assignment from Jan 2, 2020:

PA

[Continue](#)

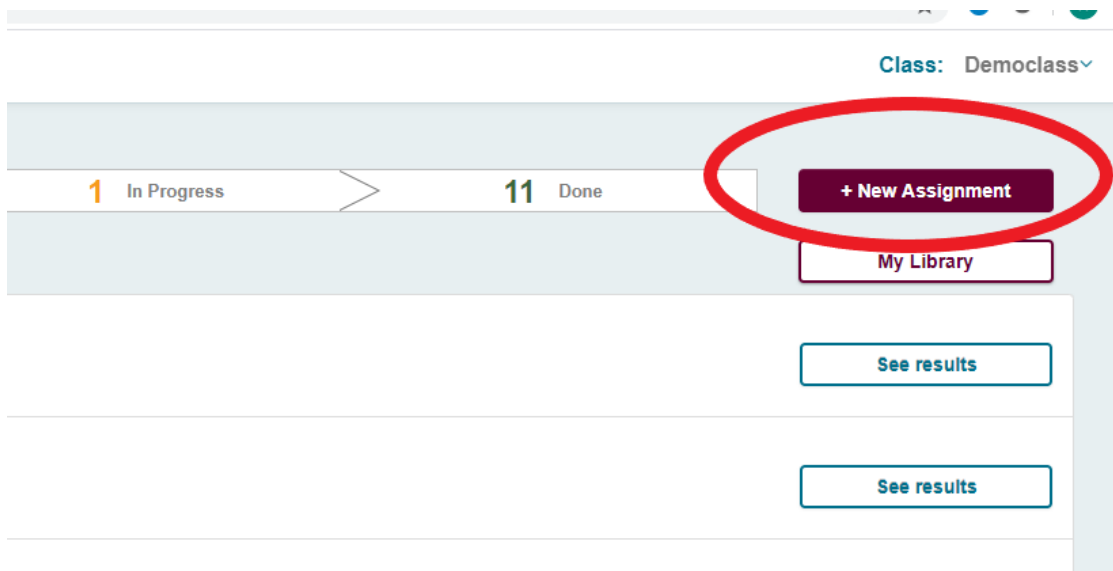
B. Create Assignments: Auto-Select from the Instructor Bank

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **“ASSIGNMENTS.”**



The screenshot shows the PA Exam Prep dashboard. The top left features the McGraw Hill logo and the text "PA EXAM PREP". The main header displays "PA Exam Prep (Change)". A left-hand navigation menu includes "Dashboard", "Assignments" (highlighted), "Manage Class", "Reports", "Help", and "Logout". The main content area shows three statistics: "Students" (18 Enrolled in Class), "Questions" (4 Answered in 90 days), and "0 Scheduled". Below this is a section titled "Most Challenging Topics" with a list: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. From the Assignment Status page, click on **“+ New Assignment”** at the top right.



The screenshot shows the Assignment Status page for a class named "Democlass". A progress bar at the top indicates "1 In Progress" and "11 Done". On the right side, a dark purple button labeled "+ New Assignment" is circled in red. Below this button are three other buttons: "My Library", "See results", and another "See results" button.

- To auto-select questions from the Instructor Question Bank, choose the **“Auto-Select from the Instructor Question Bank”** option and click **“CONTINUE.”**

Create a New Assignment

Assignment Setup **2** Select Questions Assign to Students **3**

How do you wish to select questions for your assignment?

Continue

- Select from the Instructor Question Bank**
Search and add questions from the PA Exam Prep Instructor Question Bank to your assignment. You have 281 questions in the bank to select from.
- Auto-Select from the Instructor Question Bank**
You specify the selection rules such as topics and categories and we automatically select the questions for you.
- Select an assignment from My Library**
Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again.
- Select a test from the Mock Test Library**
Select a mock test to assign from the Mock Test Library.

- Enter the number of questions to be selected at the top. Specify your selection criteria (difficulty level, question usage, question type, learning objective). When ready, click **“ADD.”**

Find Questions **Selected**

Auto-Select from the Instructor Question Bank

Number of questions to be selected: **Add** **Continue**

Specify Selection Criteria

Pick Your Difficulty Level: All Easy Medium Hard

Question Usage: Unused Questions

Question Type:

Specify Learning Objectives: All Select Learning Objectives

Total 28 selected

Areas of Fo... Organ Syst... Task Areas

- 1.1 Emergency Medicine (20)
- 1.2 Family Medicine (26)
- 1.3 Internal Medicine (40)
- 1.4 Obstetrics-Gynecology (11)
- 1.5 Pediatrics (202)
- 1.6 Surgery (6)

There are 281 questions that match your selection criteria. Click on "Add" button to auto-select 10 questions for this assignment. You can review the selected questions in the "Selected" tab on the right. Click on "Continue" button to assign to students.

- Once you click “ADD” the questions will be automatically added to your assignment. To preview what was selected, click the “**Selected**” tab. You can choose to remove selected questions from the assignment by clicking the trash can symbol.

- You can continue to add questions to your assignment using auto-select by returning to the “Find Questions” tab, specifying your criteria, and clicking “ADD.” Once you have finished creating your assignment, click “**CONTINUE.**”

8. Enter your assignment's name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. You can save the assignment to edit later by choosing "USE LATER." If your assignment is ready, click "ASSIGN NOW."

Select Assignment Start and Due Dates

[Use Later](#) [Assign Now](#)

Assignment Name

Instructions

Accessible From Due Date


Assign to class Assign to individual student(s)

Assign this to

Please select classes. You can select one or more classes from the list below.

<input type="checkbox"/>	Class Name	Description	Student Count
<input checked="" type="checkbox"/>	A	PA	18
<input type="checkbox"/>	Winter 2020	Winter 2020	0

9. A message will display that the assignment has been assigned successfully.

 **Assigned Successfully**

The assignment will be automatically graded and results will update live as students complete the assignment.

Students have been notified by email to take the assignment.

The following classes / student(s) can start the assignment from Jan 2, 2020:

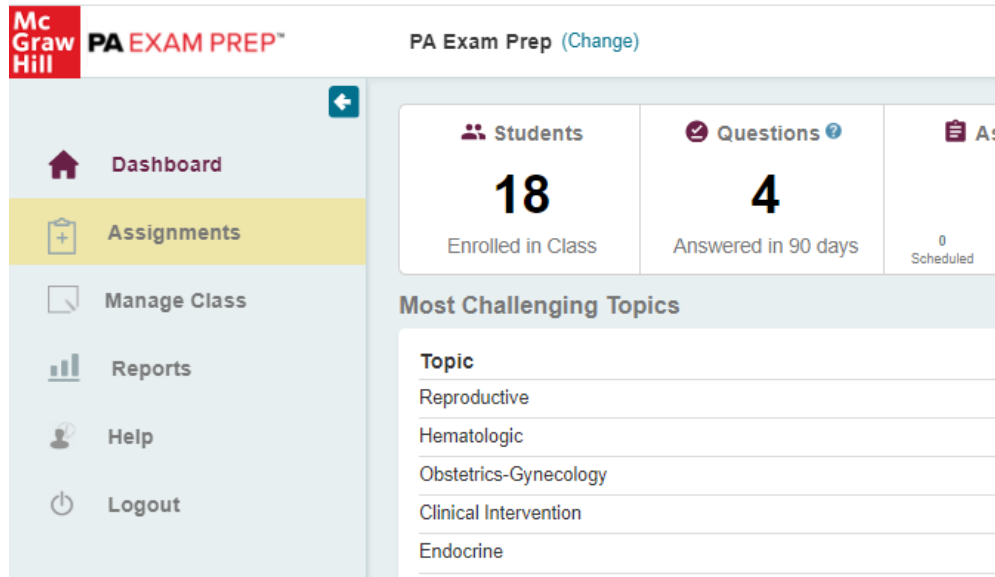
PA

[Continue](#)

C. Create Assignments: Select from My Library

You can assign any assignments you've saved or re-assign assignments you've already assigned by going to your library.

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **"ASSIGNMENTS."**

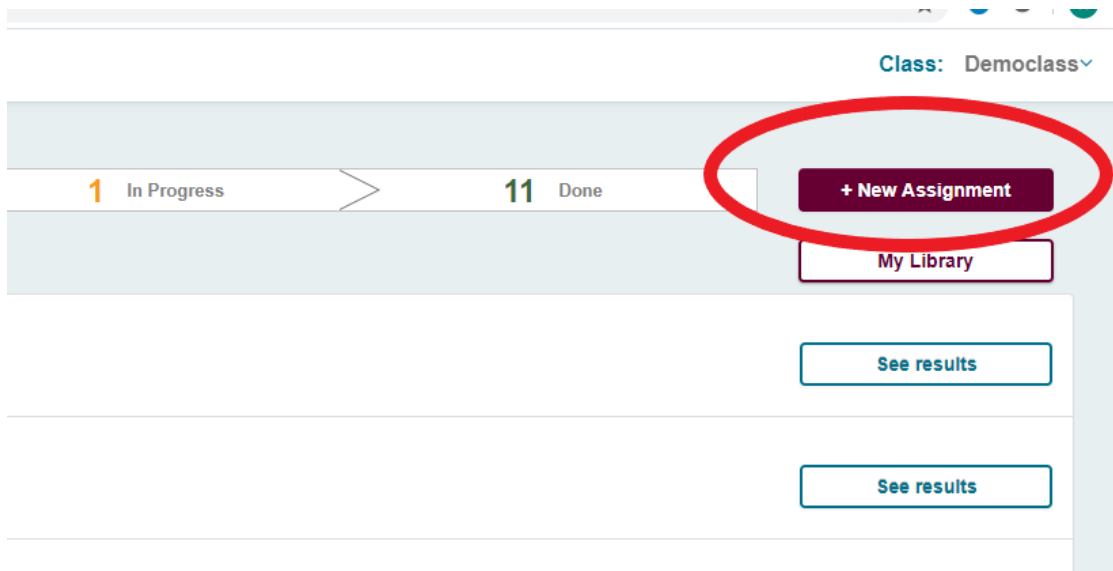


The screenshot shows the PA Exam Prep dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Assignments (highlighted), Manage Class, Reports, Help, and Logout. The main content area displays the following information:

- Students:** 18 Enrolled in Class
- Questions:** 4 Answered in 90 days
- Assignments:** 0 Scheduled

Below this information is a section titled "Most Challenging Topics" with a list of topics: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. From the Assignment Status page, click on **"+ New Assignment"** at the top right.



The screenshot shows the Assignment Status page for a class named "Democlass". The page displays the following information:





- Class:** Democlass
- Assignment Status:** 1 In Progress, 11 Done
- Buttons:** + New Assignment (circled in red), My Library, See results (two instances)

4. To go to your library, choose **“Select an assignment from My Library.”**

Create a New Assignment

Assignment Setup **2** Select Questions **3** Assign to Students

How do you wish to select questions for your assignment? [Continue](#)

-  **Select from the Instructor Question Bank**
Search and add questions from the PA Exam Prep Instructor Question Bank to your assignment. You have 281 questions in the bank to select from.
-  **Auto-Select from the Instructor Question Bank**
You specify the selection rules such as topics and categories and we automatically select the questions for you.
-  **Select an assignment from My Library**
Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again.
-  **Select a test from the Mock Test Library**
Select a mock test to assign from the Mock Test Library.

5. Alternatively, you can go straight to your library by selecting **“My Library”** on the Assignment Status page.

Class: Democlass

2 In Progress 11 Done

+ New Assignment

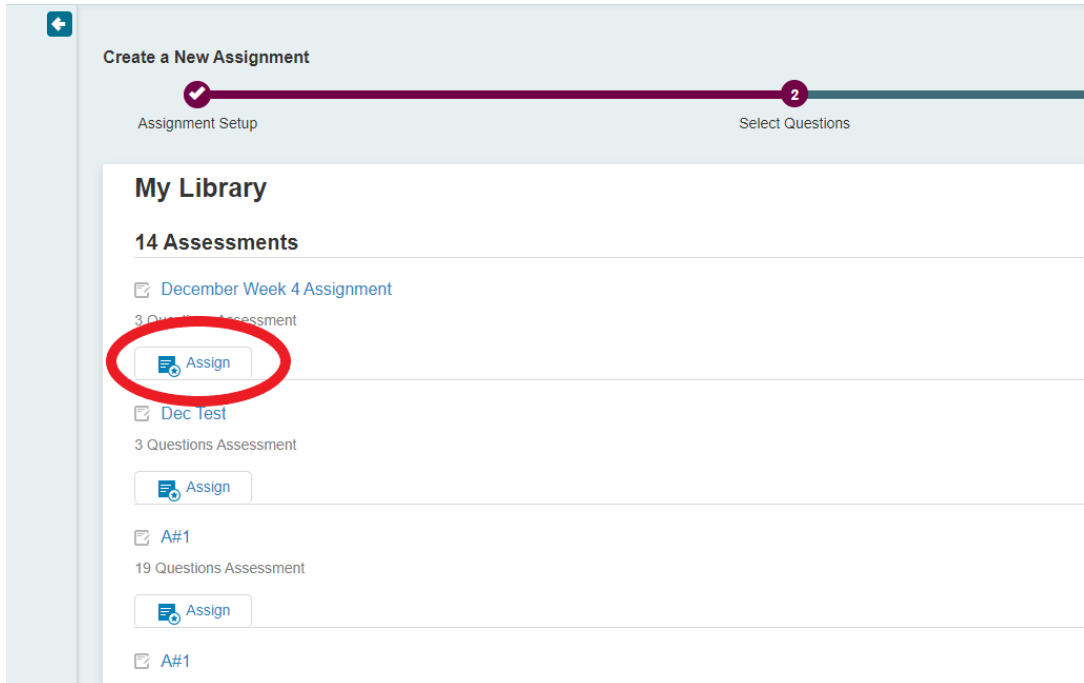
My Library

See results

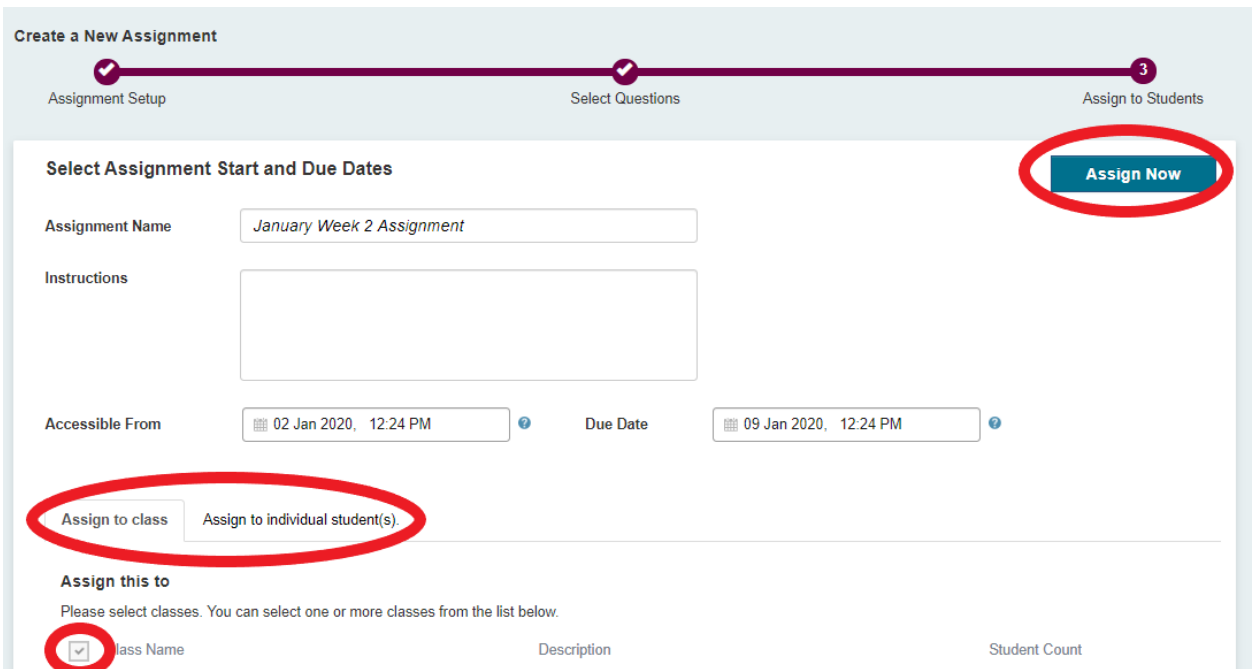
See results

See results

6. Once in your library, find the assignment you would like to assign and click **“ASSIGN.”**



7. Enter your assignment’s name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. Once your assignment is ready, click **“ASSIGN NOW.”**



8. A message will display that the assignment has been assigned successfully.

 **Assigned Successfully**

The assignment will be automatically graded and results will update live as students complete the assignment.

Students have been notified by email to take the assignment.

The following classes / student(s) can start the assignment from Jan 2, 2020:

PA

Continue

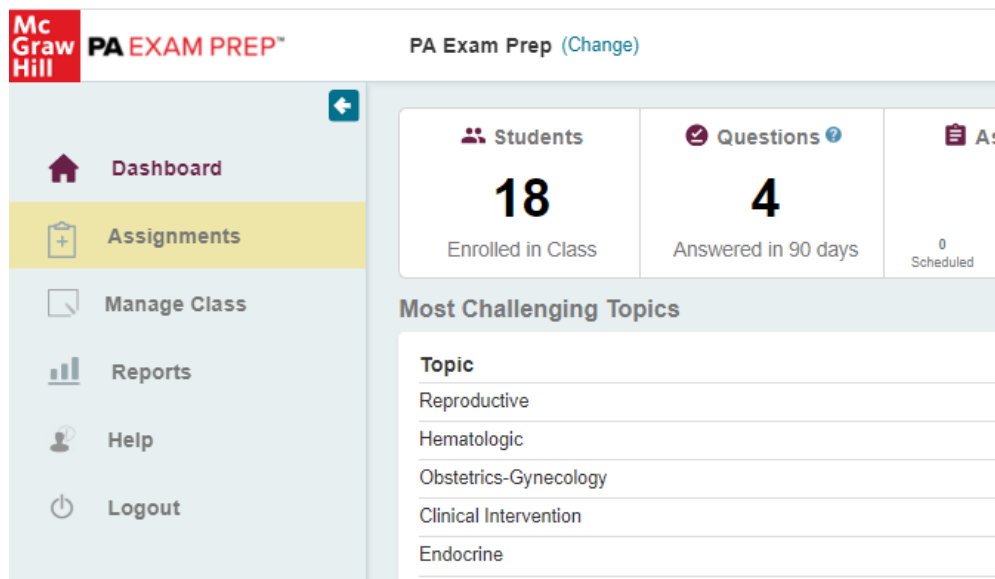
D. Assign the Instructor Mock Exam

PA Exam Prep has released a full-length 300-question PANCE-style mock exam for instructors to assign. The mock exam is mapped to the latest PANCE blueprint by content category and category weight (i.e., 13% cardiovascular, 12% using diagnostic and laboratory studies). The questions are unique to the mock exam—they cannot be found in the regular instructor or student bank.

The mock exam is ready for an instructor to assign at any time. Questions cannot be moved in or out of the mock exam.

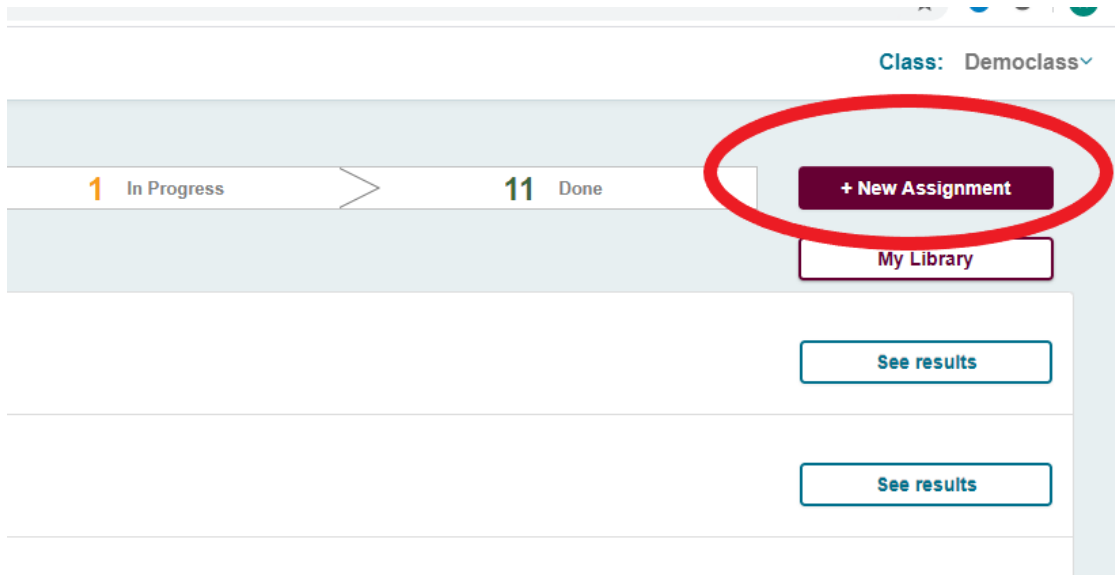
To assign the mock exam:

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **“ASSIGNMENTS.”**

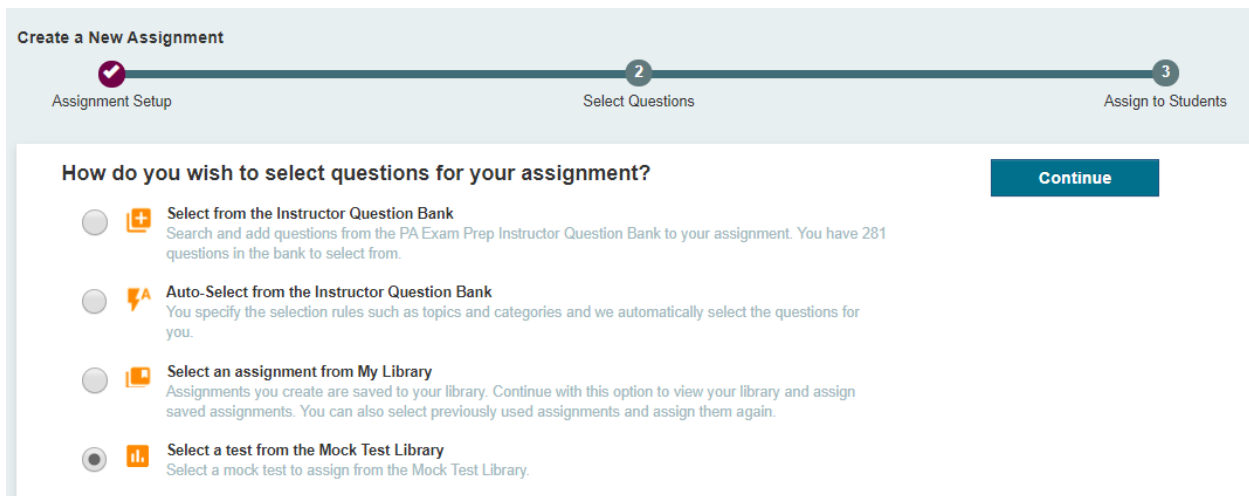


The screenshot displays the PA Exam Prep dashboard. The top left features the McGraw Hill logo and the text "PA EXAM PREP™". The top right shows "PA Exam Prep (Change)". A left-hand navigation menu includes "Dashboard", "Assignments" (highlighted), "Manage Class", "Reports", "Help", and "Logout". The main content area shows three summary cards: "Students" with a count of 18 and the text "Enrolled in Class"; "Questions" with a count of 4 and the text "Answered in 90 days"; and "Assignments" with a count of 0 and the text "Scheduled". Below these cards is a section titled "Most Challenging Topics" with a list of topics: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. From the Assignment Status page, click on “+ New Assignment” at the top right.



4. From the list of options, select “Select a test from the Mock Test Library” and click “CONTINUE.”



- You can preview the questions in the mock exam by clicking on the exam name **“PA Exam Prep Instructor Mock Test 1.”** You will not be able to make any modifications to the exam. When you are ready to assign the mock exam, click **“Assign.”**

The screenshot shows the 'Create a New Assignment' workflow with three steps: 1. Assignment Setup (checked), 2. Select Questions (active), and 3. Assign to Students. Under the 'My Library' section, there is one assessment titled 'PA Exam Prep Instructor Mock Test 1' with 300 questions. The 'Assign' button next to it is circled in red.

- Enter your assignment’s name, instructions, accessible from date, and due date. You can select a class section (or sections) to send the assignment to or you can choose to send the assignment to individual students. Once your assignment is ready, click **“ASSIGN NOW.”**

The screenshot shows the 'Select Assignment Start and Due Dates' section of the 'Create a New Assignment' workflow. The 'Assign Now' button is circled in red. The 'Assign to individual student(s)' radio button is also circled in red. The form contains the following fields:

- Assignment Name: *January Week 2 Assignment*
- Instructions: (empty text area)
- Accessible From: 02 Jan 2020, 12:24 PM
- Due Date: 09 Jan 2020, 12:24 PM

Below the form, there is a section titled 'Assign this to' with the instruction: 'Please select classes. You can select one or more classes from the list below.' A table with columns for 'Class Name', 'Description', and 'Student Count' is partially visible, with the first checkbox circled in red.

7. A message will display that the assignment has been assigned successfully.

 **Assigned Successfully**

The assignment will be automatically graded and results will update live as students complete the assignment.

Students have been notified by email to take the assignment.

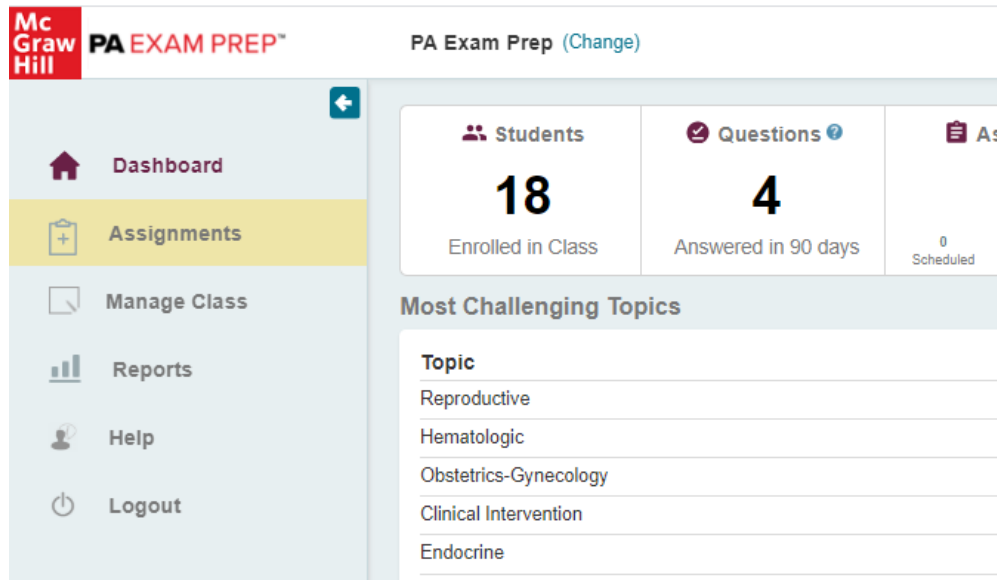
The following classes / student(s) can start the assignment from Jan 2, 2020:

PA

[Continue](#)

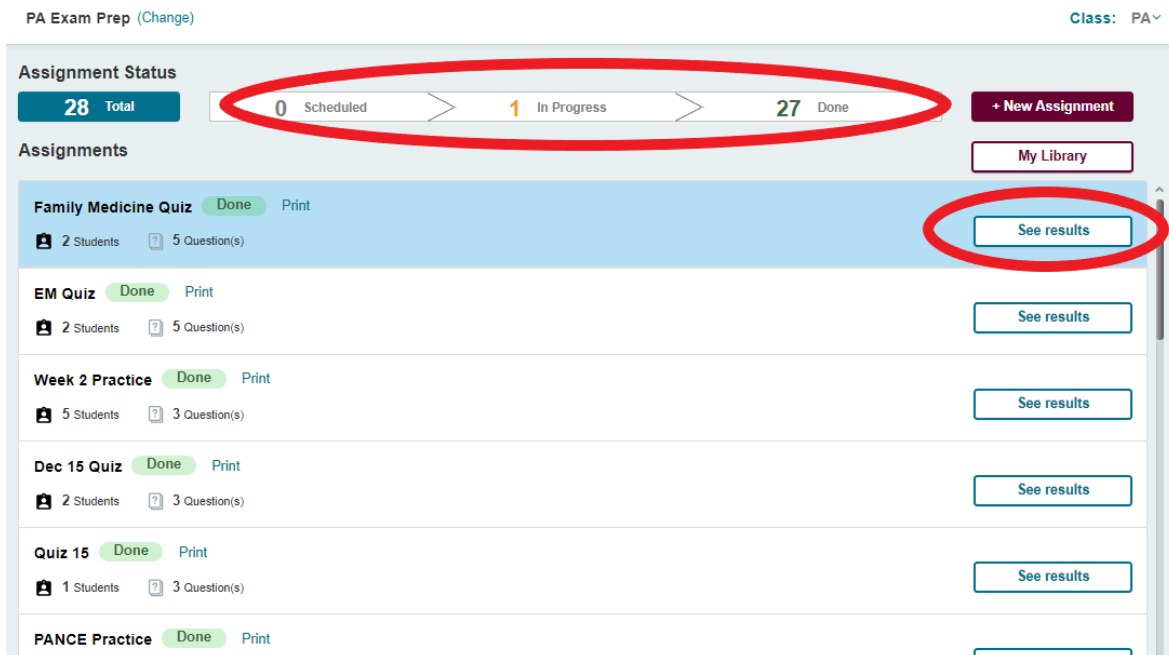
E. Review Assignment Results

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **“ASSIGNMENTS.”**



The screenshot shows the PA Exam Prep dashboard. On the left is a navigation menu with options: Dashboard, Assignments (highlighted), Manage Class, Reports, Help, and Logout. The main content area displays 'PA Exam Prep (Change)' at the top. Below this are three summary cards: 'Students' with a count of 18 (Enrolled in Class), 'Questions' with a count of 4 (Answered in 90 days), and 'Assignments' with a count of 0 (Scheduled). A section titled 'Most Challenging Topics' lists: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

3. Once in the Assignment Status page you can see your full lists of assignments and filter by **“Schedule”**, **“In Progress”** or **“Done”** by clicking the bars at the top of the page. To view the results of a particular completed assignment, locate the assignment on the list and click **“See results.”**



The screenshot shows the 'Assignment Status' page. At the top, it says 'PA Exam Prep (Change)' and 'Class: PA'. Below this is a summary bar with '28 Total' and three filter buttons: '0 Scheduled', '1 In Progress', and '27 Done'. A '+ New Assignment' button is also present. Below the filters is a list of assignments. The first assignment, 'Family Medicine Quiz', is highlighted in blue and has a 'See results' button circled in red. Other assignments include 'EM Quiz', 'Week 2 Practice', 'Dec 15 Quiz', 'Quiz 15', and 'PANCE Practice', each with a 'See results' button.

- On the Assignment Results page you can see the class average, the total points for each student, the % complete for each student and the % performance for each student. Use the table to see how each student did on each question (red indicates incorrect and green indicates correct). To give feedback to a specific student on a specific question, click on the point for the particular student.

RadReview Course (Change) Class: Democlass

Assignment Results

Demo Test 2 Nov 19
 Description: Please complete the assignment.
 Total Points: 10

Last refreshed: Dec 23, 2019, 01:47 PM

Class Status: Done
 Due Date: Nov 26, 2019, 10:33 AM
 Accessible After: Nov 19, 2019, 10:33 AM
 Student Status: 0 Not Started, 0 In Progress, 2 Done

Average Performance: 25%

Name	Total Points	% complete	% performance	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
demo001@student1....	3.0	100 %	30 %	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0
demo001@student2....	2.0	100 %	20 %	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Red indicates incorrect; Green indicates correct

Click on a point to see the question and give student feedback specific to the question.

- Once you click on the point for a particular student, the question should display with the option to enter your feedback in the box below the question. Enter your feedback and click "SAVE." Click the arrow on the right to see the next question in this particular student's assignment.

PA Exam Prep (Change) Class: PA

Week 2 Practice (2 of 3)

Student: Hudson Two

Q 2: Your patient is a 26-year-old male who is brought to the Emergency Department comatose after a known barbiturate overdose. Given the known effects of barbiturate overdose, which of the following is your most critical step in stabilizing his condition?

- A Alkalinize urine
- B Force fluids
- C Monitor cardiac function
- D Provide ventilation
- E Reverse the coma

Teacher Feedback

Enter Feedback...

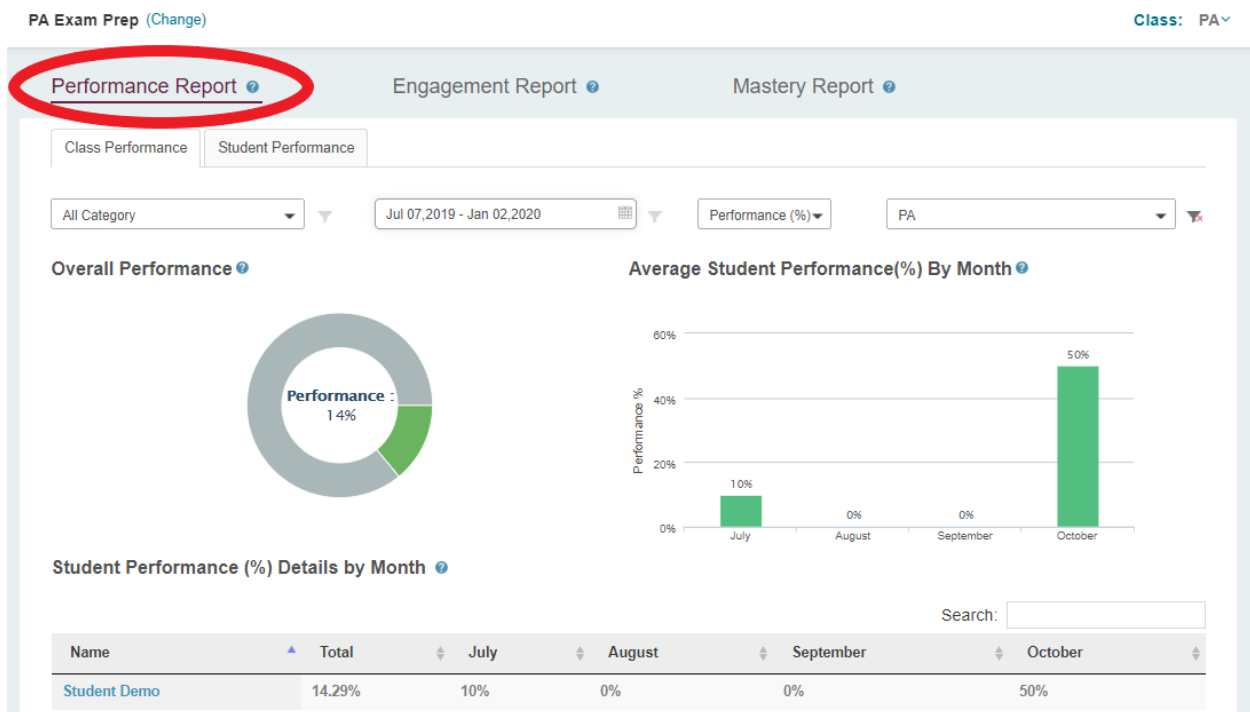
Looking at the Data: Instructor Reports

A. Performance Report

This report shows class and student performance for the selected date range. You can view your class's overall performance, as well as performance by content category and month.

You can also view individual student performance and see how each student is doing in various topic areas of the exam.

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to "REPORTS" and go to the "PERFORMANCE REPORT" tab.



- Under **“Class Performance”** you can view overall performance, or filter by exam category, date, or class section.

PA Exam Prep (Change) Class: PA

Performance Report Engagement Report Mastery Report

Class Performance Student Performance

All Category Jul 07, 2019 - Jan 02, 2020 Performance (%) PA

1.1 Emergency Medicine
1.2 Family Medicine
1.3 Internal Medicine
1.4 Obstetrics-Gynecology
1.5 Pediatrics
1.6 Surgery

Performance : 14%

Average Student Performance(%) By Month

Student Performance (%) Details by Month

Name	Total	July	August	September	October
Student Demo	14.29%	10%	0%	0%	50%

- Under **“Student Performance”** you can view overall student performance by exam category or date, or you can filter to view a particular student.

Performance Report Engagement Report Mastery Report

Class Performance Student Performance

All Students Jul 07, 2019 - Jan 02, 2020 Performance (%)

Student Demo
Hudson Two
Student Two
Kirsten Funk
Jane Student
Jane Student

Performance : 14%

Average Student Performance(%) By Month

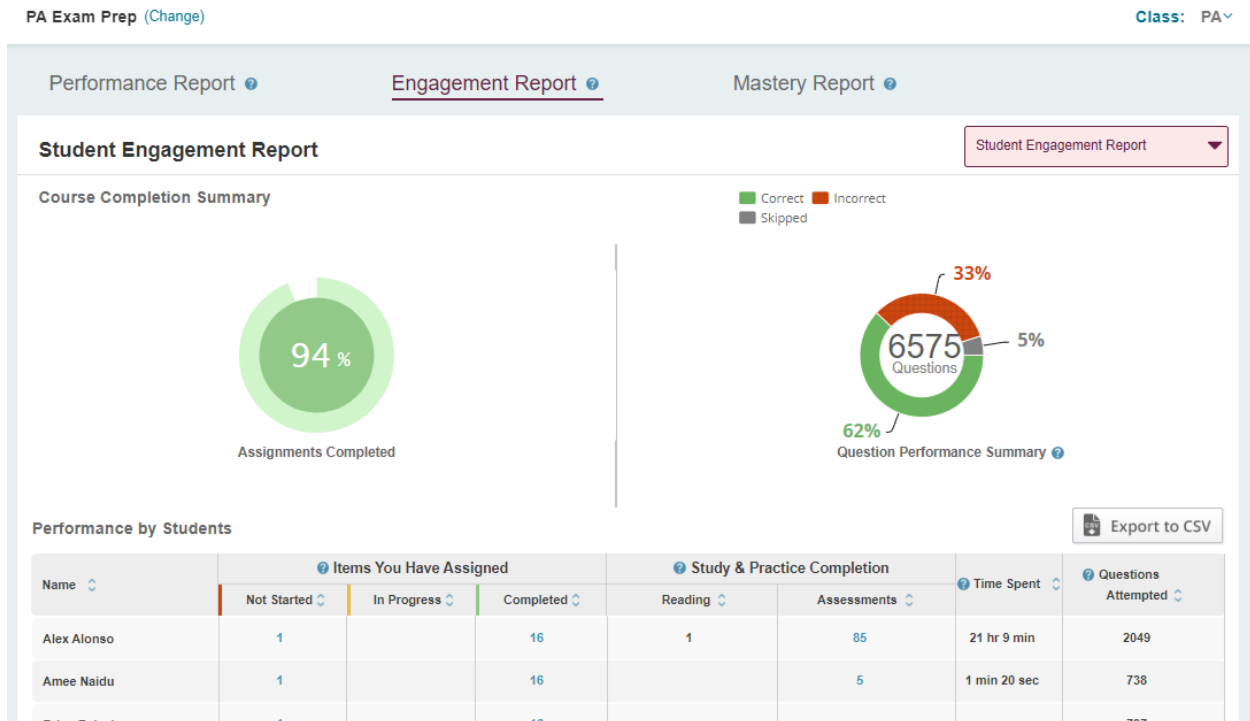
Student Performance (%) Details by Category -All Students

Category	Total	July	August	September	October
Applying Basic Science Concepts	0%	0%	-	0%	-

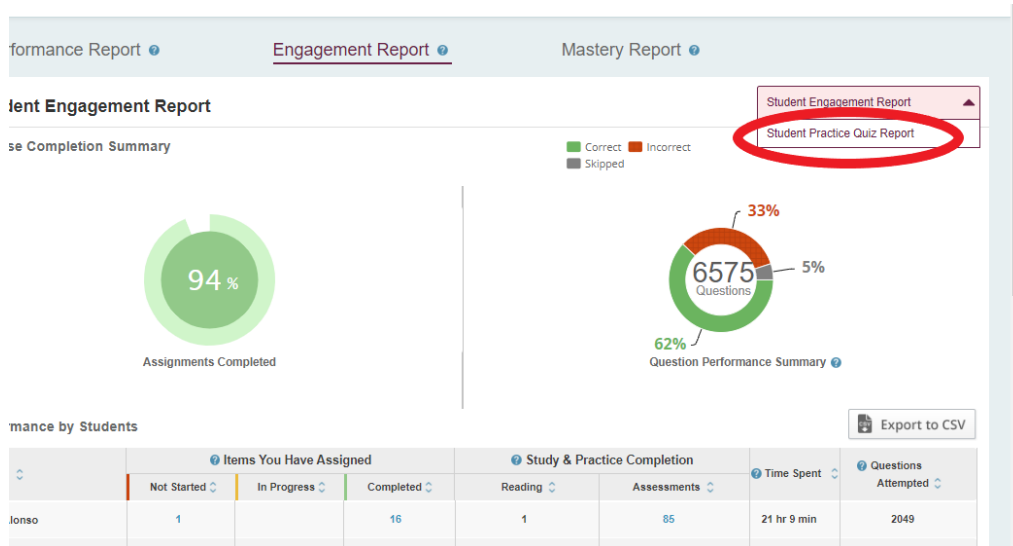
B. Engagement Report

The engagement report tracks student activities, including assignment completion, number of practice quizzes taken, and time spent. You can see an even more detailed breakdown of practice quizzes students take by clicking on the sub-report **“Student Practice Quiz Report.”**

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **“REPORTS”** and go to the **“ENGAGEMENT REPORT”** tab.
3. On the main report you can view overall assignment status, number of readings and practice quizzes taken, time spent in PA Exam Prep thus far, and number of questions attempted.



- To find out more detailed information on student practice quizzes (the questions they answer on their own from the student bank) go to the dropdown at the top right of the report and click **“Student Practice Quiz Report.”**



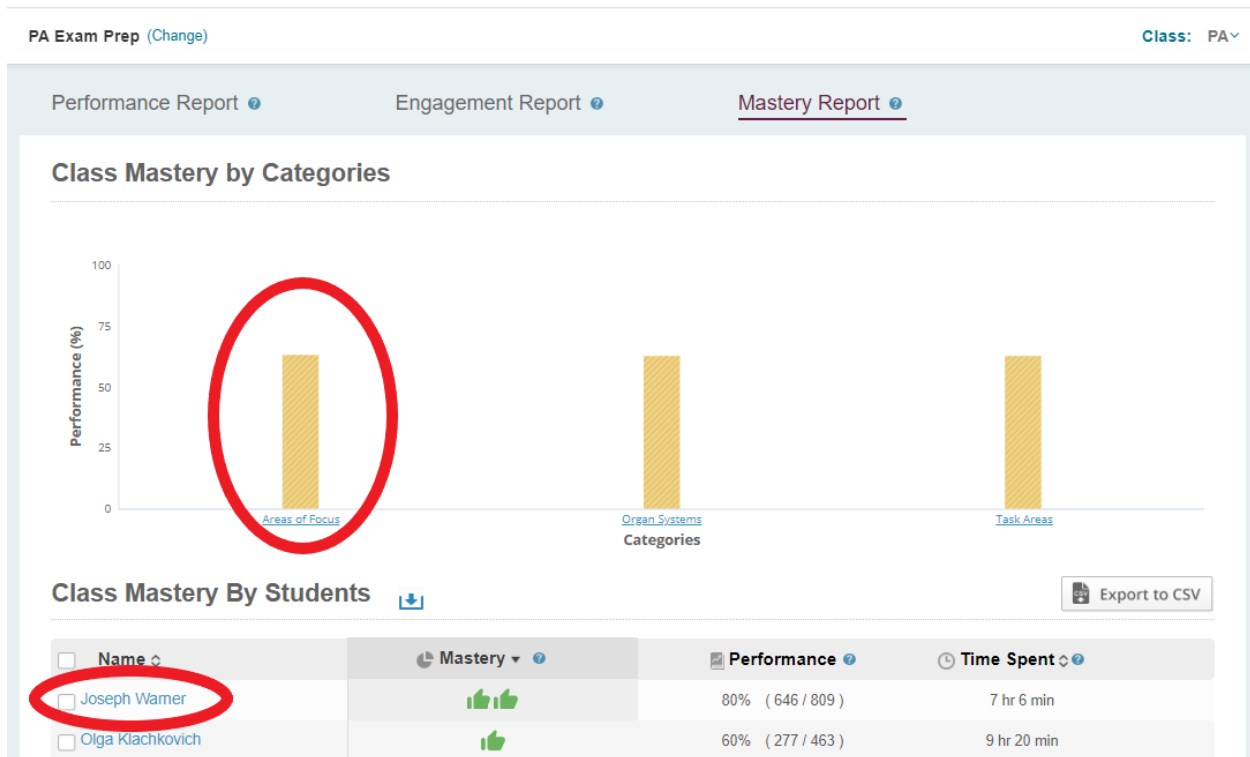
- Once viewing the **Student Practice Quiz Report** you can see student performance and time spent on practice quizzes. This report shows student performance on their quizzes, including number of correct questions, total number of questions, and time spent taking these questions during the specified date range. This report does not include any data from assignments you have given students.



C. Mastery Report

The mastery report shows student performance by content category. You can view the report for your overall class or by individual student. “Mastery” gives you a quick visual for how the student is doing in various topic areas of the exam, while “Performance” gives you their actual percentage score.

1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to “REPORTS” and go to the “MASTERY” tab.
3. The report defaults to showing overall class mastery by categories and by students. You can click into different exam categories on the graph to get more detailed breakdowns of mastery by exam sub-topics. You can also click on a particular student to see their specific mastery report.



4. When looking at a particular student's mastery, you can see their mastery of each exam category.

PA Exam Prep (Change)

Class: PA

Name	Mastery	Performance	Time Spent
Joseph Warner		80% (646/809)	7 hr 6 min

Areas of Focus	Mastery	Performance
Emergency Medicine		79% (124/156)
Family Medicine		83% (116/140)
Internal Medicine		82% (420/510)
Obstetrics-Gynecology		70% (44/63)
Pediatrics		82% (126/154)
Surgery		80% (43/54)

Organ Systems	Mastery	Performance
Cardiovascular		89% (110/124)
Dermatologic		60% (24/40)
EENT (Eyes, Ears, Nose and Throat)		75% (30/40)
Endocrine		89% (39/44)
Gastrointestinal / Nutritional		88% (92/105)
Genitourinary		90% (62/69)
Hematologic		71% (60/85)
Infectious Diseases		83% (93/112)