

Getting Started with Academic Manager System

Setting up Your Portal:

We recommend that you customize the settings of your portal.

Select a contact that will be the point person for learning AMS and will coordinate communication with our Client Support team.

Consider assigning this responsibility to someone who will consistently use AMS.

Sign up for an Academic Manager System (AMS) Overview Webinar.

Click on the Webinar link available on the AMS main menu for dates and registration instructions.

Set Restrictions –

- Access the Administration Module from the main AMS menu > Click Gate Options.
- IP and Email restrictions are not required but they allow for you to protect your portal from unauthorized access. With IP restrictions, users will need proxy server information to access Exam Master from home. Using email restrictions, and requiring institution email addresses, prevents anyone from registering to the portal that does not have an approved email domain. The user is emailed their temporary password, thus verifying they are using a legitimate email address. Users may not change their email domain on an account registered to a portal with email restrictions.
- Add a “Special Message” that is relevant to your program which could include policies that are relevant to online resources, an advisement on how you recommend students take advantage of Exam Master and/or notices regarding upcoming events and assignments. The message appears once per student and requires a click through agreement/acknowledgement. It can be updated and changed as often as necessary.

Manage Users –

- Create User Groups – Administration > Manage Users > Manage Groups. Creating user groups will save time for faculty when they are ready to create classes. As Portal Administrator, you can create a group that is called Class of 2012 and then faculty can use the user group list to quickly create a class in their faculty user account. Note - Classes are unique to each faculty user account so the user groups will help ensure consistency across multiple faculty accounts.
- Upload Users 100 records at a time - We recommend, whenever possible, you upload users directly to Exam Master from the Administration > Manage Users > Create Users tool. This way you have the ability to apply uniform naming connotations (such as capitalization and nicknames) and all users will be available to faculty so that they can immediately start creating and assigning test/study sessions. Students will receive an auto-generated email with their temporary password.

Add your images and authored questions to the system –

- Access the Image Manager (Content Manager module > Image Manager)

- Add Images to the system and identify them as personal or to be shared with other faculty on your portal. The recommended image size is 1024 x 768.
- Access the Authoring Tool (Content Manager module > Authoring)
- Input each question, at least 2 answer choices and identify the correct answer. Please read the notes provided. Some common programs that you might copy from include hidden formatting which needs to be removed in order for your question to display correctly.
- The Content Manager > My Groups feature allows you to organize your questions into a filing system with 3 levels – Set, Group & Tag. You may set up these levels however works best for you. Some common uses include:
 - Set=Class, Group=Each Exam, Tag=sub-group within each exam
 - Set=Topic, Group=Subject, Tag=Category (mimics the filing system for Exam Master Questions). *We recommended using this method to take best advantage of our detailed score reports.*

Create, Assign & Take a mock exam to experience the full lifecycle for an assignment –

- Create a Class with your user account as the student (Class Manager > Create Class)
- Create an Exam (Exam Manager > Create Exam > Select an Outline > Name the Exam Block > Create > View these Questions)
- Click Autoselect and input 10 in the text box > Autoselect > Save
- Assign Exam > Select Test > Input time parameters opening within the next couple minutes > Assign
- Once the exam window has opened > Select Exit Logout in the top right corner and you will be taken to the second password menu > Click EM OnLine to enter the student side of the system.
- You will receive a notice that an assignment is available and once you select yes you can access the assignment and complete the test as a student. Don't forget to view your score in Scores & History.
- We recommend you administer a mock exam for students prior to the first exam. This gives the examinees the opportunity to experience the system, it will verify that they are accessing their account correctly and reduce testing anxiety.