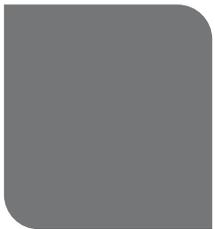




PrepMe for Teachers



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Lesson 1: Introduction

Lesson 1: Introduction

Overview of PrepMe

PrepMe is an adaptive learning platform for test preparation that diagnoses each student's individual strengths and weaknesses and creates a personalized study plan based on their needs and timelines. Using PrepMe, students maximize the time spent studying for the PSAT, SAT®, or ACT. The administrative portal of PrepMe provides teachers or other school users with information relating to the progress of the students enrolled in a particular course. From PrepMe, school staff can view reports, tests, quizzes, and students, and create student-facing announcements.

Course Overview

This course is designed to introduce you to the tools available in PrepMe to manage student test prep.

Upon completing this course, you will be able to:

- › Access PrepMe from Naviance
- › Generate reports
- › Review lessons and tests available to students
- › Create announcements
- › Manage students

Accessing PrepMe

As a Naviance client, you can access PrepMe through any student folder in Naviance. Click the **PrepMe** tab, click the **Access PrepMe** button and you will be logged into PrepMe in a new tab or window.

Note: The PrepMe tab of the student folder must be enabled for your role before you can view the tab.

Home Page

There are several options available from the PrepMe **Home** page.

Manage Your Account

Because your account information comes from Naviance, we recommend updating your account information in Naviance instead of PrepMe.

View Students' Recent Activity

This list shows recent activity for your students (My Courses) or for all PrepMe students (All PrepMe). You can click **See More** to expand the recent activity list.

Enter SAT/ACT Courses

Your PrepMe activities take place in the test prep course, which you can access by clicking the **Go To Course** button. These activities are described throughout the training.

Lesson 2: Reporting

Lesson 2: Reporting

Overview

When you log into a course in PrepMe, you are taken to the Reports page. There are five tabs within the **Reports** page; each tab represents a particular set of data that illustrates student usage, test scores, quiz scores, and skill proficiency. The last tab, **Per Student**, presents aggregated data for individual students rather than for each test or skill.

Note: If you are in an ACT course, you will also see a **Standards** tab.

Upon completing this lesson, you will be able to:

- › Review your class's performance relating to usage, tests, quizzes, and skills
- › Review an individual student's performance on his or her test prep

Usage Report

This report provides high-level usage information in line graph format. The graph provides information on the number of lessons studied each week, tests, and quizzes completed per week, and student logins per week. You can compare your class average (represented by the blue line) with the average PrepMe student (represented by the green dotted line). Students also have access to a version of this report that compares their own usage with the average for students in their course.

Tests Report

This report provides aggregate and per student information for each section of the test in question. There are four sections of the ACT (Math, English, Science, and Writing) and three sections for the SAT® (Math, Critical Reading, and Writing).

On the left side of the screen, the aggregate scaled ACT/SAT scores appear for official and practice tests. For the diagnostic test the number represents the aggregated correct responses. The bar graphs offer a visual representation of the data. Also, the test/quiz name is a hyperlink that opens a pop-up window with a list of your students and the scores each one earned for each section of the exam.

Quizzes Report

This report is similar to the tests report. Each section of an exam has a corresponding tab and each tab contains a list of quizzes that are related to that subject area. The report outlines the average score for the quizzes, which is based only on the students who took that quiz. The report also includes the total number of quiz questions and the number of students who completed the quiz.

As with the Tests Report, you can click the name of any quiz to view a list of the students in your course to see which students completed the quiz and how they scored on the first attempt and the most recent attempt as well as the number of attempts.

Skills Report

This report provides at-a-glance information regarding the skills acquired by your students to excel on the SAT/ACT. As with the Tests Report and Quizzes Report, the data is presented in tabs that correlate to the sections of the exams. The data is arranged in ascending order so you can quickly see the areas where students are struggling the most at the top of the list.

Per Student Report

Presents usage, tests and skills for individual students. The Per Student Usage Report has data related to the frequency of students logging into PrepMe and completion of lessons and test on a weekly basis. The Per Student Tests Report shows each student's composite score for each test in the course. The Per Student Skills Report shows each student's skill proficiency for each section of the exam.

Brainstorming! List out which reports you think will be the most useful as you manage your students' test prep.

Quiz Corner

Matching

1. Match the report with the type of information it provides.

| | |
|-------------|--|
| Tests | a. At-a-glance information about the skills acquired by your students |
| Usage | b. Report with information about the tests the students have completed |
| Quizzes | c. Number of tests and quizzes completed each week |
| Per Student | d. Report with information about the quizzes the students have completed |
| Skills | e. Reports on usage, tests, and skills on a per student basis |

Lesson 3: Lessons and Tests

Lesson 3: Tests and Quizzes

Overview

You can view the lessons, tests, and quizzes students will see throughout their test prep in the **Lessons** and **Tests** sections.

Upon completing this lesson, you will be able to:

- Review lessons students will complete
- Review the tests and quizzes students will complete with the correct answers

Lessons

The Lessons section is a list of all the lessons in a course. They are organized by exam sections and listed from basic to more high-level content, with the most basic concepts at the top. All lessons are offered as text only or narrated and you can view a lesson by clicking either of these buttons.

Tests and Quizzes

The Tests section lists all the tests and quizzes in the course. Each test and quiz name is a link and will open the corresponding part of the exam or the entire exam. These are the answer keys where you can see the correct answers and answer explanations.

Note: If you have the question bank feature, you can create custom exams from the **Tests** section.

Activity! Let's look at one lesson and one test to see how the information is presented to students. Include any notes about these tools below.

Quiz Corner

True/False

1. The lessons are listed in order from high-level to basic content. _____

Lesson 4: Announcements and Students

Overview

You have several options for interacting with students in PrepMe. You can set announcements for students and review the student roster for each test prep course. From the student roster, you can see student reports, profiles and can ghost into their accounts.

Upon completing this lesson, you will be able to:

- › Create an announcement
- › View reports for each student
- › View each student's profile
- › Log into the student's account as the student

Announcements

The Announce feature allows you to send a short message to your students in the virtual classroom.

To create an announcement:

1. Click **Announce**.
2. Enter the announcement text.
3. Select the course from the **Course** drop-down menu.
4. Enter an expiration date in the **Expiry Date** field.
5. Click the **Announce** button.

The announcement will appear on the students' **Home** page until the expiration date.

Student Roster

The Students section lists all the students in the course. For each user you can view more detail, view the student profile and ghost the student's account.

View Detail: Click the **View Detail** link to view reports about the student. These reports are the same as the aggregated reports; however, they only show data for that particular student.

View Profile: Click the **View Profile** link to view the student's profile information.

Ghost User: Click the **Ghost User** link to view a student's account as the student. This is a way for you to understand what the student sees if he or she is having a problem. Once you click the **Ghost User** link, you must click **Exit Ghost** to return to your account.

Lesson 4: Announcements and Students

Brainstorming! Include some sample announcements that you would want to provide for students in the space below.

Quiz Corner

True/False

- Using the announce feature, you can choose which students see an announcement. _____
- You can see reports for an individual student from the **Reports** section or the **Students** section.

Lesson 5: Conclusion

Working with PrepMe

As your students work on their test prep, it is important to remember that you should monitor their activity and make sure they are on track.

Additional Resources

If you need additional information about PrepMe, you can use the following resources:

- **Community Forums** – collaborate with Naviance Network members
- **Help Library** – read articles written by Naviance experts
- **Contact Support Services** – work with a Naviance Support Specialist via web, e-mail, or phone

All these resources are located in the Naviance Network.