



**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

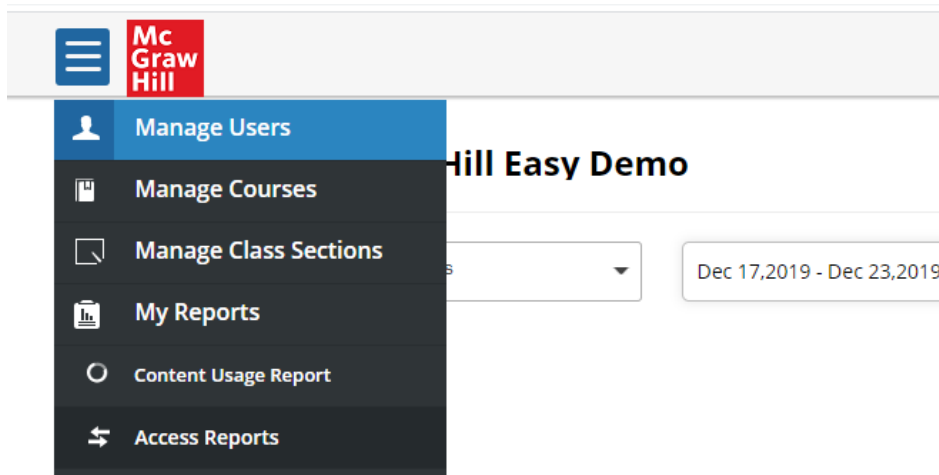
# Getting Started: Instructor Account

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

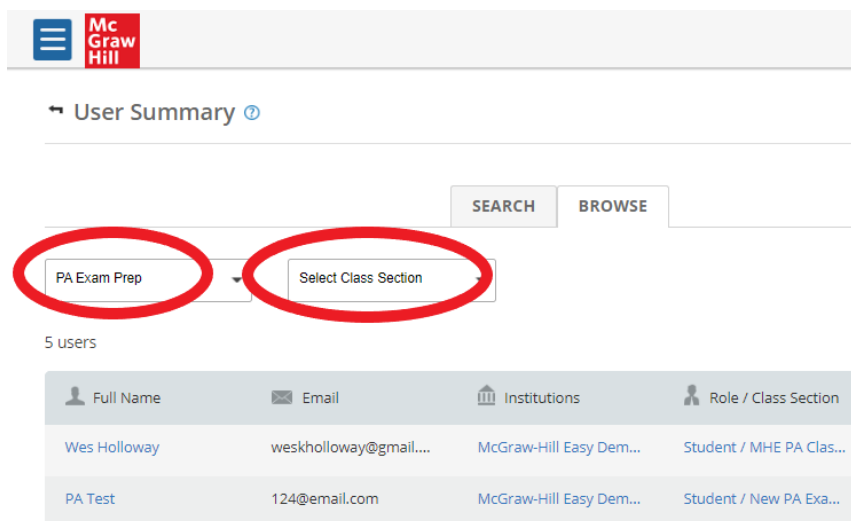
**Please note: This section only covers how to use the admin account to create instructor accounts. If you are looking for more information on the admin account, please consult the PA Exam Prep Admin User Guide.**

Instructor accounts must be set up by the institutional admin.

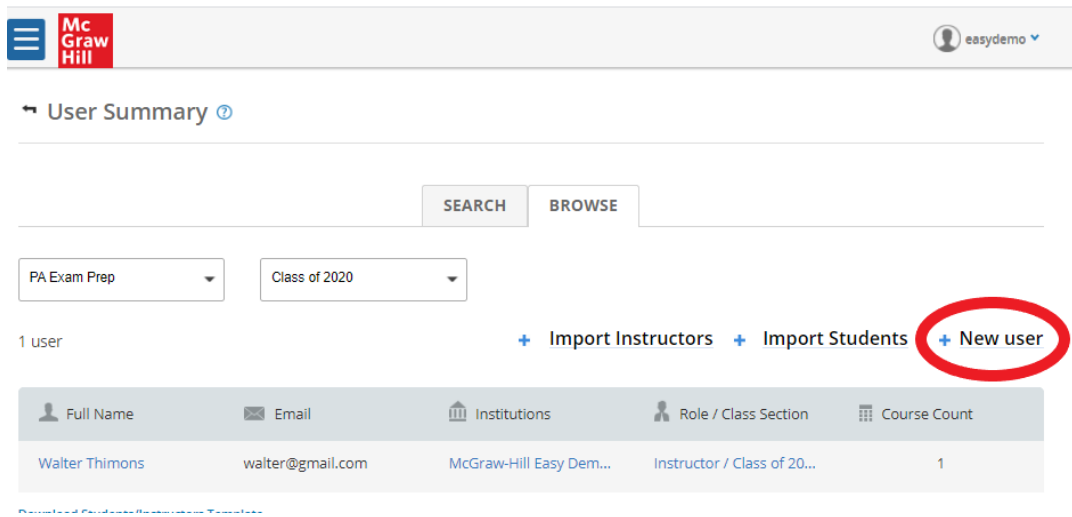
1. Navigate to <https://www.paexamprep.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **"Manage Users"**.



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).



4. Click on “+New user”



McGraw Hill Easy Demo

User Summary

SEARCH BROWSE

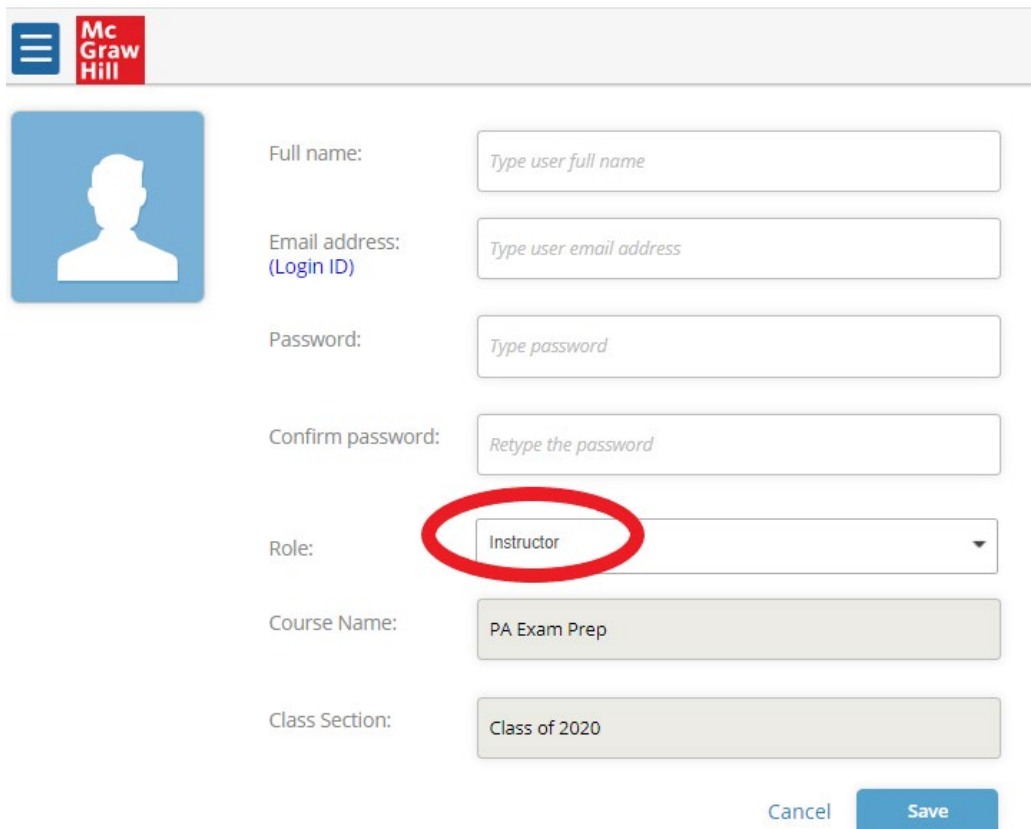
PA Exam Prep Class of 2020

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.



McGraw Hill Easy Demo

Full name: Type user full name

Email address: (Login ID) Type user email address

Password: Type password

Confirm password: Retype the password

Role: Instructor

Course Name: PA Exam Prep

Class Section: Class of 2020

Cancel Save

## 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.

The screenshot shows the McGraw-Hill User Summary page. At the top, there is a navigation bar with the McGraw-Hill logo and a user profile icon labeled 'easydemo'. Below the navigation bar, the page title is 'User Summary'. There are two tabs, 'SEARCH' and 'BROWSE', and two dropdown menus for 'PA Exam Prep' and 'Class of 2020'. Below these, it says '1 user' and there are three links: '+ Import Instructors', '+ Import Students', and '+ New user'. A table lists the user details:

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

Below the table, there is a link 'Download Students/Instructors Template' which is circled in red.

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.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C
1	FirstName LastName	Email	Password
2	instructortest1	<a href="mailto:instructor1@test.com">instructor1@test.com</a>	paexamprep
3	instructortest2	<a href="mailto:instructor2@test.com">instructor2@test.com</a>	paexamprep
4	instructortest3	<a href="mailto:instructor3@test.com">instructor3@test.com</a>	paexamprep
5			

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

The screenshot shows the 'User Summary' page with the 'McGraw Hill' logo and a user profile 'easydemo'. Below the header, there are 'SEARCH' and 'BROWSE' tabs. Two dropdown menus are set to 'PA Exam Prep' and 'Class of 2020'. A message indicates '1 user' is found. The '+ Import Instructors' button is circled in red. Below this, a table lists user details:

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

A link 'Download Students/Instructors Template' is visible at the bottom.

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 a yellow validation message at the top: 'Selected file is valid. Click on GO button to import user(s).'. Below this, the 'User Summary' page is shown with the 'SEARCH' and 'BROWSE' tabs. The dropdown menus are set to 'RadReview Course' and 'MHE Spring 2020'. A text input field contains 'Import\_template (30).csv'. The 'Go' button is circled in red. Below this, a message indicates 'No user found'. The '+ Import Instructors' button is also visible. Below this, a table lists user details:

Full Name	Email	Institutions	Role / Class Section	Course Count
-----------	-------	--------------	----------------------	--------------

A link 'Download Students/Instructors Template' is visible at the bottom.

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 Focus
Internal Medicine	Areas of Focus
Psychiatry / Behavioral	Organ Systems
Infectious Diseases	Organ Systems
Pulmonary	Organ Systems
History Taking & Performing Physical Examinations	Task Areas
Pediatrics	Areas of Focus
Neurologic System	Organ Systems
Formulating Most Likely Diagnosis	Task Areas
Family Medicine	Areas of Focus
Emergency Medicine	Areas of Focus

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

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**Personal Details**



First Name: Instructor

Last Name: Demo

Email address: instructor.demo@mheducation.com

**Change Password** ▼

New password:

Confirm password:

Type a new password

Retype the new password

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Academic Interest

Societies

Awards/Honors

Publications

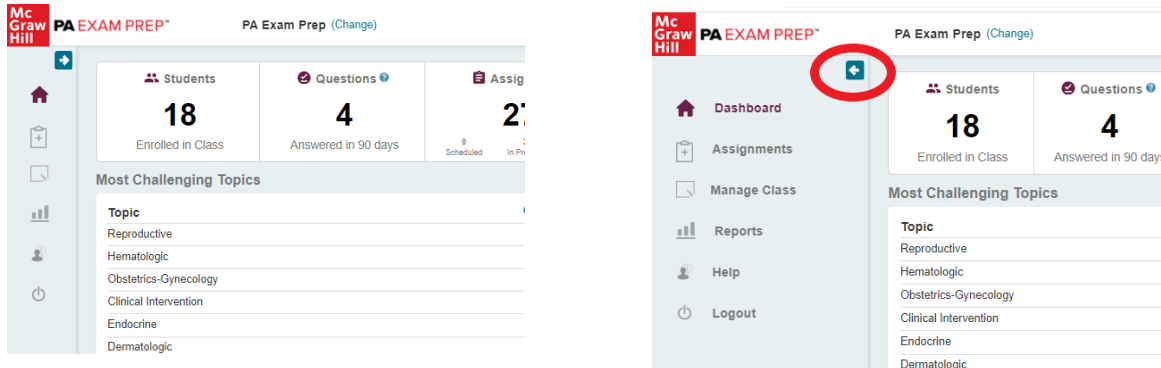
**Forgot your password? Go to the sign in page and click “Forgot Password” and follow the instructions.**



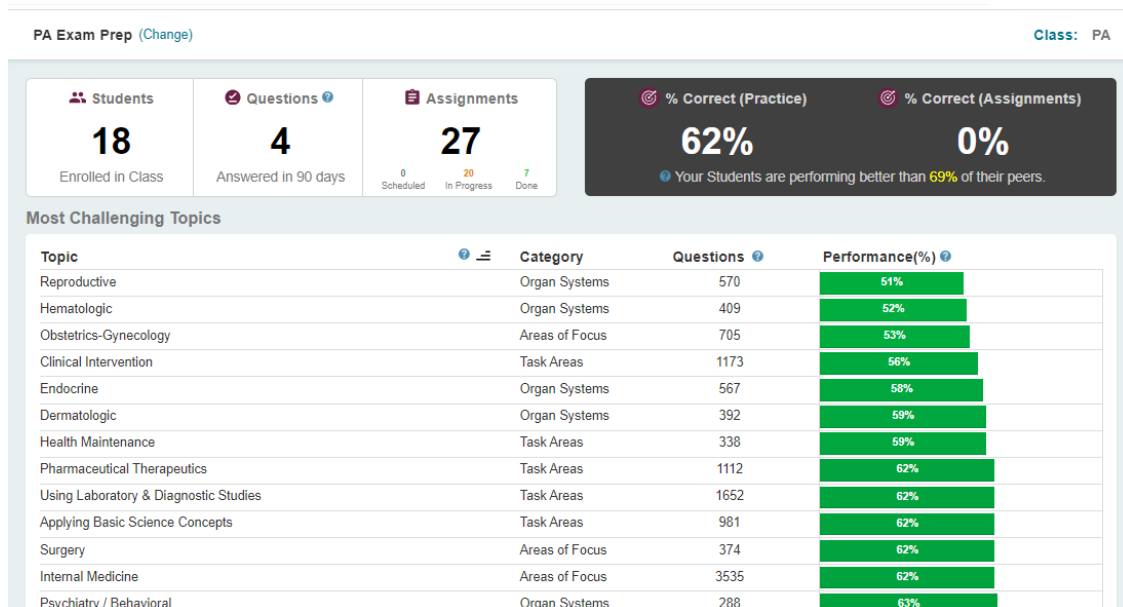
## D. Instructor Dashboard

Explore the following options from the Instructor Dashboard:

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



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



# 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 sidebar menu with options: Dashboard, Assignments, Manage Class (highlighted in yellow), Reports, Help, and Logout. The main content area shows a header with the McGraw Hill logo and 'PA EXAM PREP™'. Below the header, there 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). Below these cards is a section titled 'Most Challenging Topics' with a list of topics: 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, there is a header with 'n Prep (Change)' on the left and 'Class: PA' on the right. Below the header, the title 'Class Section Summary' is displayed. To the right of the title, a button labeled '+ Class section' is circled in red. Below the title, there is a dropdown menu currently set to 'Active'. Below the dropdown, it says '1 class section'. At the bottom, there is a table with the following columns: Class Section, Course Name, Instructor, Student Count, and Status.

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.

Exam Prep (Change)

↩ Create a new class section

Class Section Name\*

Enter class section name

Choose a course\*

PA Exam Prep

Cancel

SAVE

5. 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.

Exam Prep (Change)

Class: PA

Winter 2020

Questions 4

swered in 90 days

Assignments 27

0 Scheduled

20 In Progress

7 Done

% Correct (Practice) 62%

% Correct (As 0%

Your Students are performing better than 69% of their pe

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	1652	63%

## B. Add Students to the Class Section

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 sidebar menu with options: Dashboard, Assignments, Manage Class (highlighted in yellow), Reports, Help, and Logout. The main content area has a header 'PA Exam Prep (Change)' and a navigation bar with 'Students', 'Questions', and 'As'. Below this, there are three summary cards: 'Students' with a count of 18 and 'Enrolled in Class', 'Questions' with a count of 4 and 'Answered in 90 days', and 'As' with a count of 0 and '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. On the Class Section Summary page, click on the class section that you would like to add students to.

The screenshot shows the 'Class Section Summary' page. At the top, there is a header 'PA Exam Prep (Change)' and a 'Class: PA' dropdown. Below the header is a '+ Class section' link. A dropdown menu is set to 'Active'. Below this, it says '2 class sections'. A table lists the 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

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

Dec 2019

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”.

irse (Change) Class: Dem

---

Dec 2019

---

Class Section Name: Dec 2019

---

Students + Action + Add Multiple Students

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No Students Found

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.

**Add Multiple Students** ⓘ

Add one or more students to this class section by entering or pasting their email addresses below 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.

Please enter the user email id (jason.bourne@student.com, tom.hanks@student.com,...)

Add Students

## C. 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 sidebar menu with options: Dashboard, Assignments, Manage Class (highlighted in yellow), Reports, Help, and Logout. The main content area shows a header with 'PA Exam Prep (Change)' and 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). Below these 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. At the top, there is a filter dropdown set to 'Active' and a '+ Class section' link. Below the filter, it says '2 class sections'. A table displays the following data:

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

- 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"**.

## 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.comaaaaaa
<input type="checkbox"/>	demo001@student2.com	demo001@student2.comaaaaaa

Last signed in on Dec 4, 2019 10:59 AM

- 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

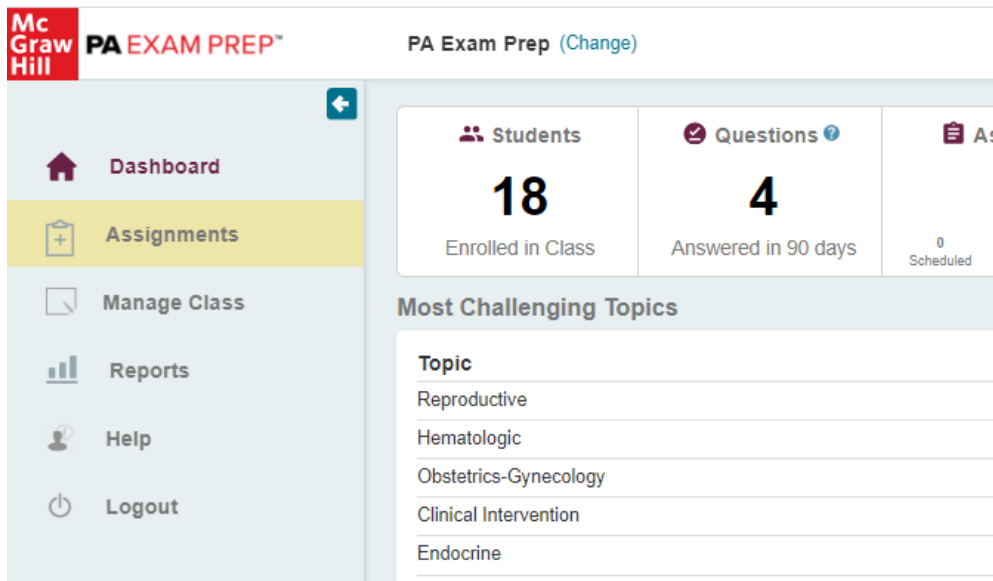
Class Section	Course Name	Instructor	Student Count	Status
Winter 2020	PA Exam Prep	Instructor Demo	0	Active
PA	PA Exam Prep	Instructor Demo,	18	Active



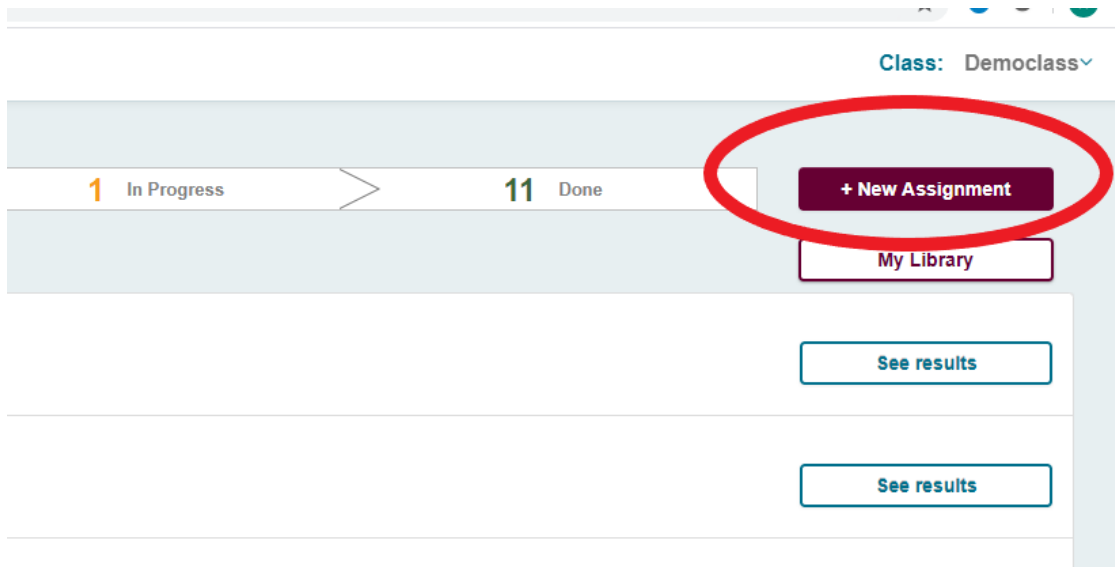
# How to Create Assignments and View Assignment Results

## 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**”.



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



- 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

1 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.

- 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

1 Assignment Setup

2 Select Questions

3 Assign to Students

Find Questions Selected (2)

**Select from Bank**  
   
☒ Text ☐ Keywords  
**Learning Objectives**  
2.3 EENT (Eyes, Ears, Nose and T...  
**Question Types**  
All Types  
**Difficulty**  
All  
[Clear All Filters](#)

**Applied Tags:** 2.3 EENT (Eyes, Ears, Nose and Throat) X  
**(1 - 16) 16 Questions matching your criteria**  

☒ 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

6. 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.

Create a New Assignment

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

Find Questions **Selected (2)**

Order Question

**Continue** 2

Q1: The parents of a 7-day-old neonate bring her to your office for a swollen eye. Her temperature has been normal, but for the last 2 days she has been irritable. [Preview](#)

Question Type: Multiple Choice

Q2: A 12-year-old girl is hit in the face by an errant softball pitch while batting and has had her mandibular incisors knocked out. A pediatrician i... [Preview](#)

Question Type: Multiple Choice

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. 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

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.

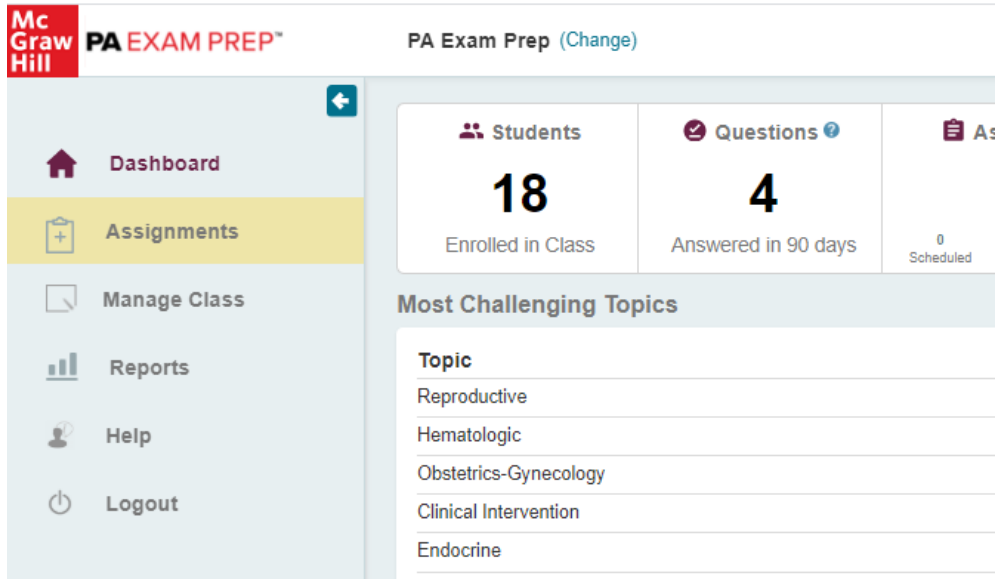
The following classes / student(s) can start the assignment from Jan 2, 2020:

PA

**Continue**

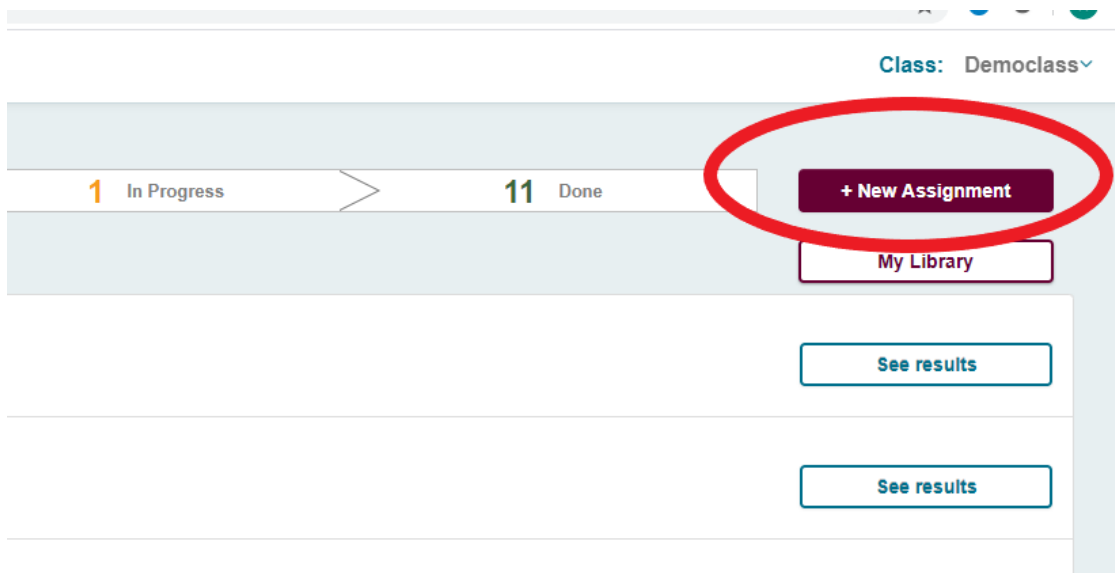
## B. Create Assignments: Auto-Select from the Instructor Bank

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 left sidebar menu has the following items: Dashboard, Assignments (highlighted in yellow), Manage Class, Reports, Help, and Logout. The main content area displays statistics for 18 enrolled students and 4 questions answered in the last 90 days. Below this, a section titled 'Most Challenging Topics' lists: 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 displays a progress bar with 1 'In Progress' assignment and 11 'Done' assignments. A red circle highlights the '+ New Assignment' button in the top right corner. Below the progress bar, there is a 'My Library' button and two 'See results' buttons.

4. 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

1 Assignment Setup 2 Select Questions 3 Assign to Students

How do you wish to select questions for your assignment?

☐ **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.

[Continue](#)

5. 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.

6. 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.

**Find Questions** **Selected (10)**

Order	Question	
1	Q1: Which of the following is the most common complication of insulin therapy in patients with diabetes mellitus?	<a href="#">Preview</a>
Question Set : PA Exam Prep Instructor Question Bank Question Type: Multiple Choice		
2	Q2: A 28 weeks' gestation neonate admitted to the neonatal intensive care unit develops worsening respiratory distress over a 6-hour period. The newborn weighed 1000 g (2 lb, 3 oz) at birth and also had grunting and an increased respiratory rate in the delivery room. On physical examination height, weight, and head circumference are at the 50th percentile for gestational age. Temperature is 37°C (98.6°F), heart rate is 160 beats per minute, and respiratory rate is 68 breaths per minute. Oxygen saturation is 91% while under a 35% oxygen hood and drops to 60% when the oxygen removed. The newborn is asleep with audible grunting. The head is normocephalic with flat fontanel. The nose has flaring. The chest has subcostal and intercostal retractions. Breath sounds are equal. Air movement is equal bilaterally, but diminished. The heart has normal S1 and S2 without murmur. Abdomen is soft, nontender, and without hepatosplenomegaly. Which of the following is the most likely mechanism of disease?	<a href="#">Preview</a>
Question Set : PA Exam Prep Instructor Question Bank Question Type: Multiple Choice		
3	Q3: A bat is found in the bedroom of a 4-year-old patient while the boy is sleeping. The family and the patient deny close contact with or bites from the bat. Which of the following is a correct statement regarding this situation?	<a href="#">Preview</a>
Question Set : PA Exam Prep Instructor Question Bank Question Type: Multiple Choice		

7. 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**”.

**Find Questions** **Selected (10)**

**Auto-Select from the Instructor Question Bank**

Number of questions to be selected:

**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

**Add** **Continue**

There are 281 questions that match your selection criteria. Click on "Add" button to auto-select 15 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.

**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)

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

January Week 1 Assignment

Instructions

Accessible From

02 Jan 2020, 11:00 AM

Due Date

09 Jan 2020, 11:00 AM

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

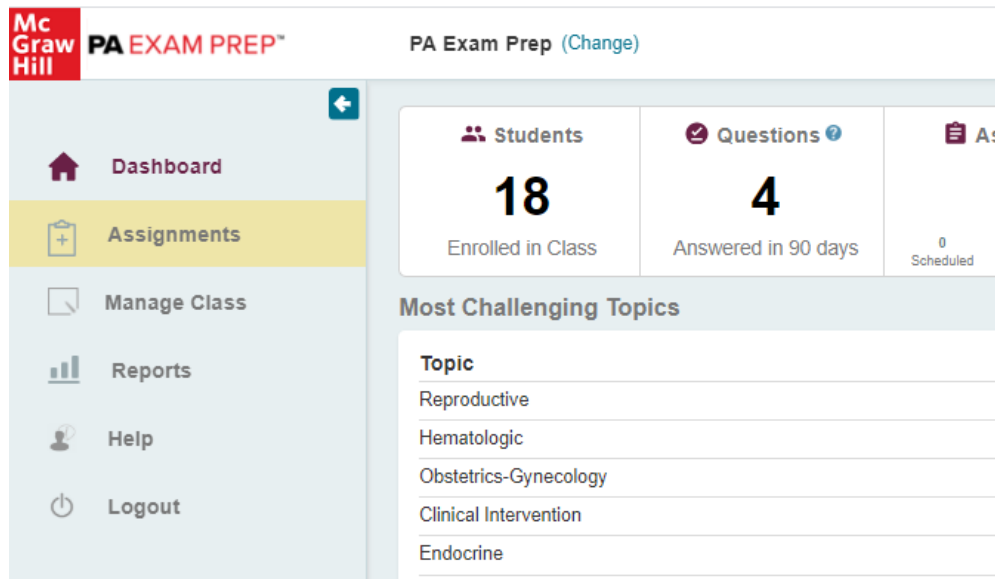
Continue



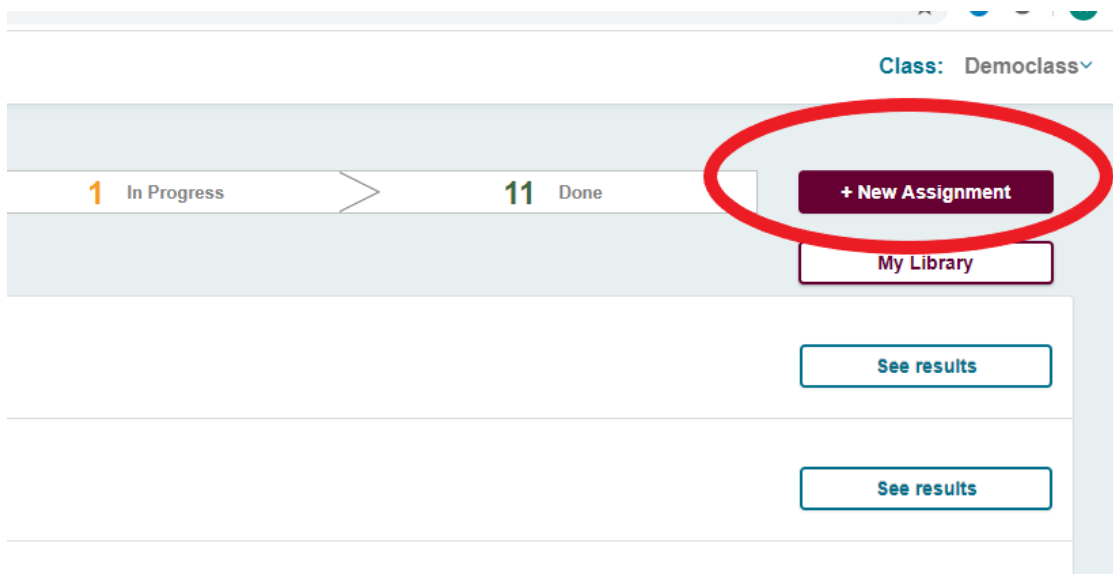
## C. Create Assignments: Select from My Library

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"**.



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





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


Create a New Assignment


1 Assignment Setup 2 Select Questions 3 Assign to Students

How do you wish to select questions for your assignment?

☐  **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.

[Continue](#)

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”**.

**Create a New Assignment**

Assignment Setup 2 Select Questions

### My Library

**14 Assessments**

- ☒ December Week 4 Assignment  
3 Questions Assessment  
**Assign**
- ☒ Dec Test  
3 Questions Assessment  
**Assign**
- ☒ A#1  
19 Questions Assessment  
**Assign**
- ☒ A#1

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”**.

**Create a New Assignment**

Assignment Setup 3 Select Questions Assign to Students

### Select Assignment Start and Due Dates

**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 checked="" type="checkbox"/>	Class Name	Description	Student Count
-------------------------------------	------------	-------------	---------------

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”**.

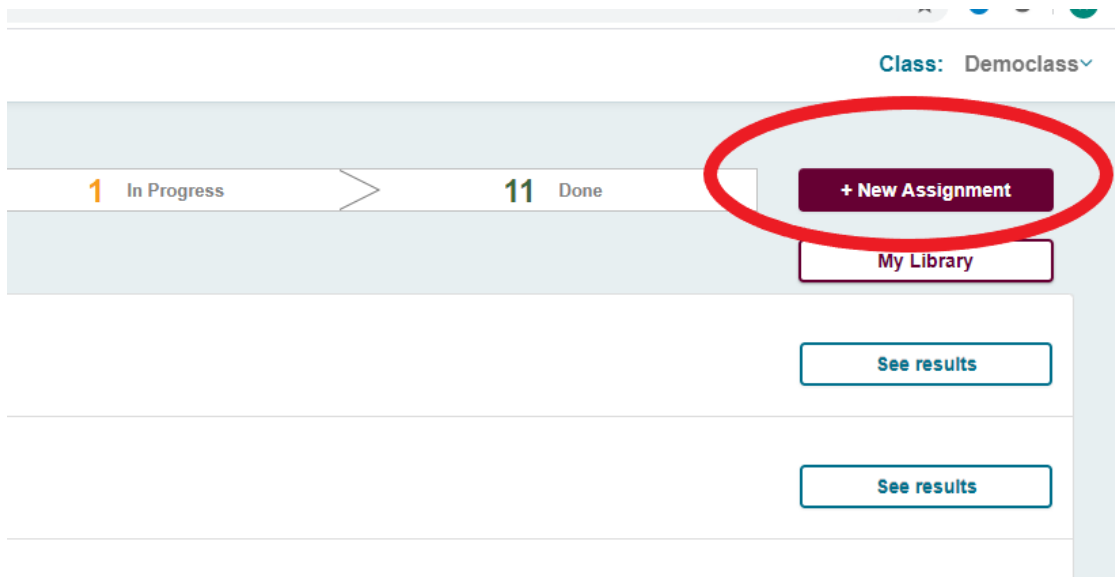
The screenshot displays the PA Exam Prep dashboard. On the left is a sidebar menu with options: Dashboard, Assignments (highlighted), Manage Class, Reports, Help, and Logout. The main content area shows a header with the McGraw Hill logo and 'PA EXAM PREP™'. Below this, there are three summary cards: '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). Below these cards is a section titled 'Most Challenging Topics' which lists: Reproductive, Hematologic, Obstetrics-Gynecology, Clinical Intervention, and Endocrine.

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

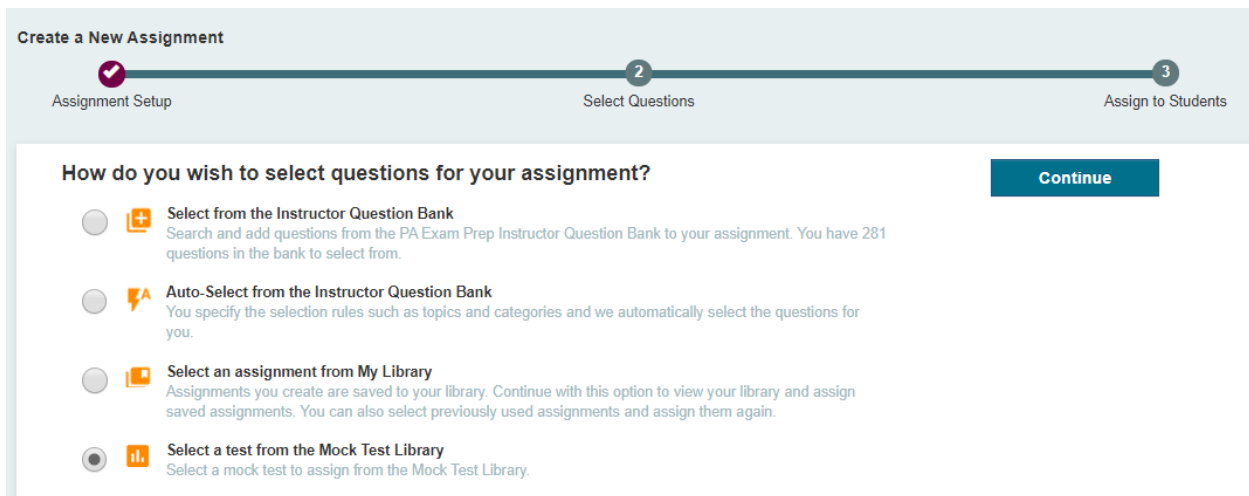
#### Most Challenging Topics

Topic
Reproductive
Hematologic
Obstetrics-Gynecology
Clinical Intervention
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”.



5. 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”**.

Create a New Assignment

1 Assignment Setup 2 Select Questions 3 Assign to Students

### My Library

#### 1 Assessment

☒ PA Exam Prep Instructor Mock Test 1  
300 Questions Assessment

6. 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”**.

Create a New Assignment

1 Assignment Setup 2 Select Questions 3 Assign to Students

### Select Assignment Start and Due Dates

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 checked="" type="checkbox"/>	Class Name	Description	Student Count
-------------------------------------	------------	-------------	---------------

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 sidebar menu with options: Dashboard, Assignments (highlighted in yellow), Manage Class, Reports, Help, and Logout. The main content area displays a header with 'Mc Graw Hill PA EXAM PREP' and 'PA Exam Prep (Change)'. Below the header 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 filter bar with three tabs: '28 Total', '0 Scheduled', '1 In Progress', and '27 Done'. The '27 Done' tab is circled in red. To the right of the filter bar is a '+ New Assignment' button. Below the filter bar is a 'My Library' button. The main content area lists several assignments, each with a 'See results' button circled in red. The assignments listed are: 'Family Medicine Quiz' (2 Students, 5 Question(s)), 'EM Quiz' (2 Students, 5 Question(s)), 'Week 2 Practice' (5 Students, 3 Question(s)), 'Dec 15 Quiz' (2 Students, 3 Question(s)), 'Quiz 15' (1 Students, 3 Question(s)), and 'PANCE Practice'.

- 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

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	1.0	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...

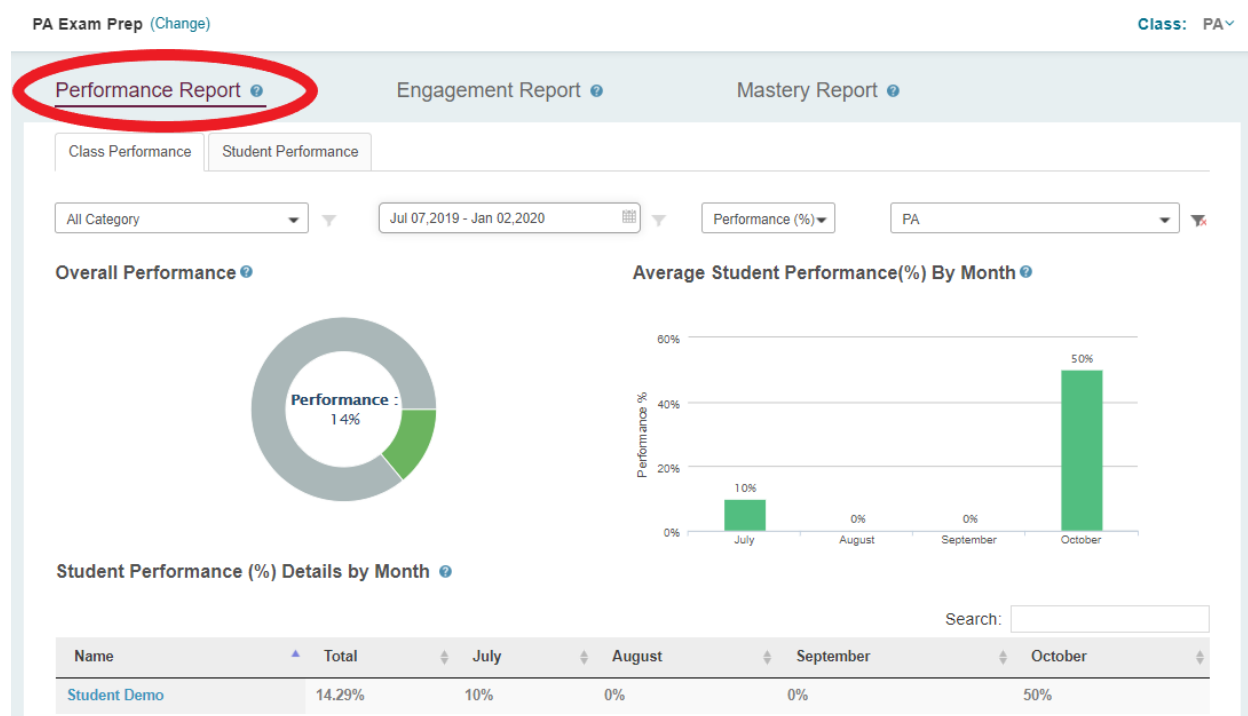
# Looking at the Data: Instructor Reports

## A. Performance Report

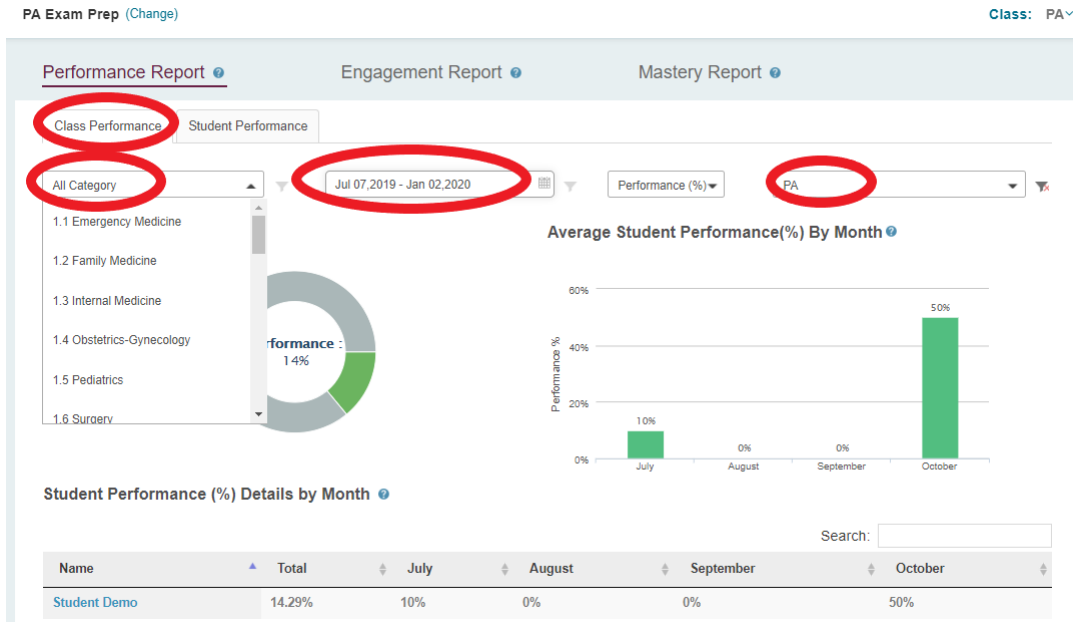
This report shows class and student performance for the selected date range. You can view your class's overall performance, as well as performance by content category and month.

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

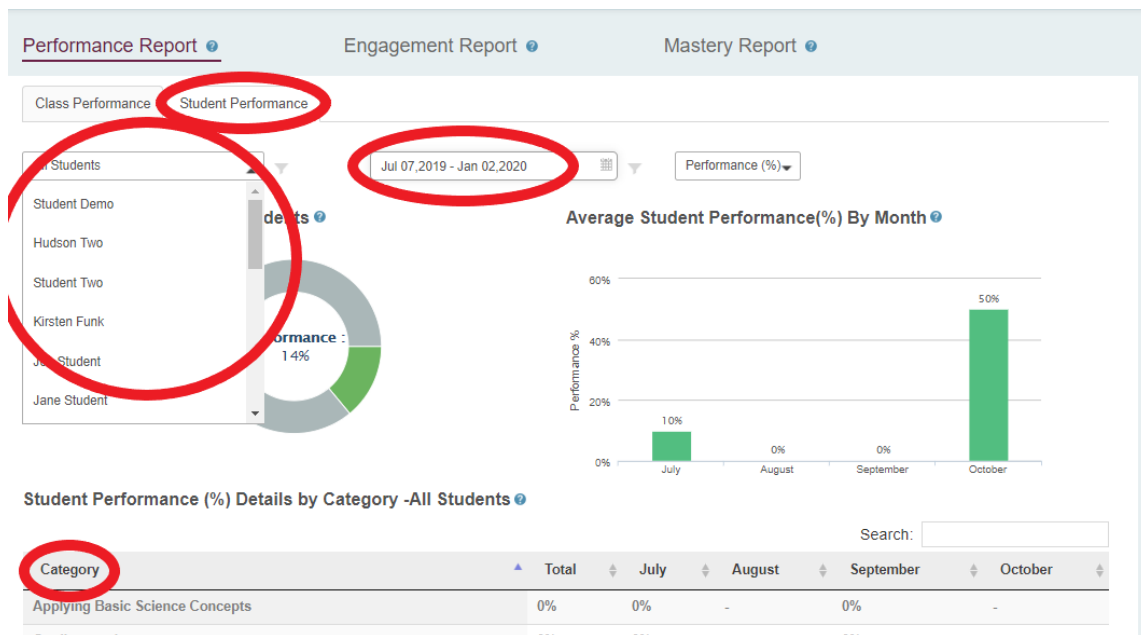
1. Navigate to <https://www.paexamprep.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **"REPORTS"** and go to the **"PERFORMANCE REPORT"** tab.



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



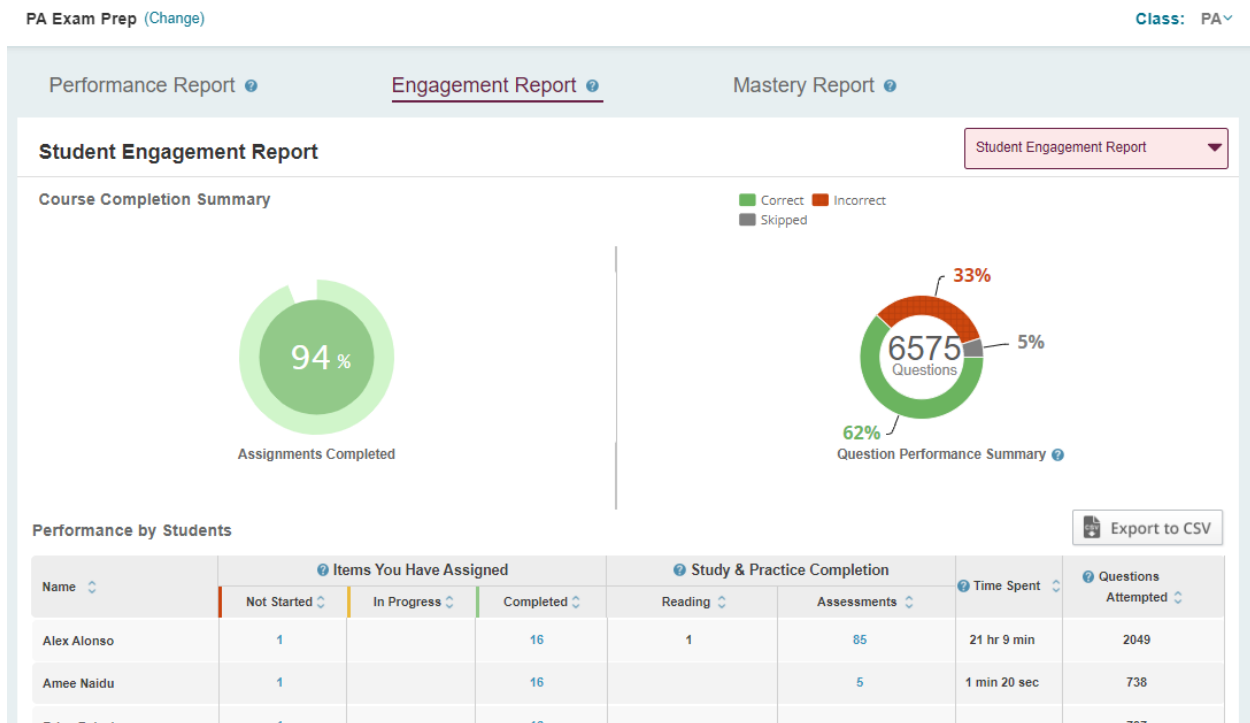
- Under **“Student Performance”** you can view overall student performance by exam category or date, or you can filter to view a particular student.



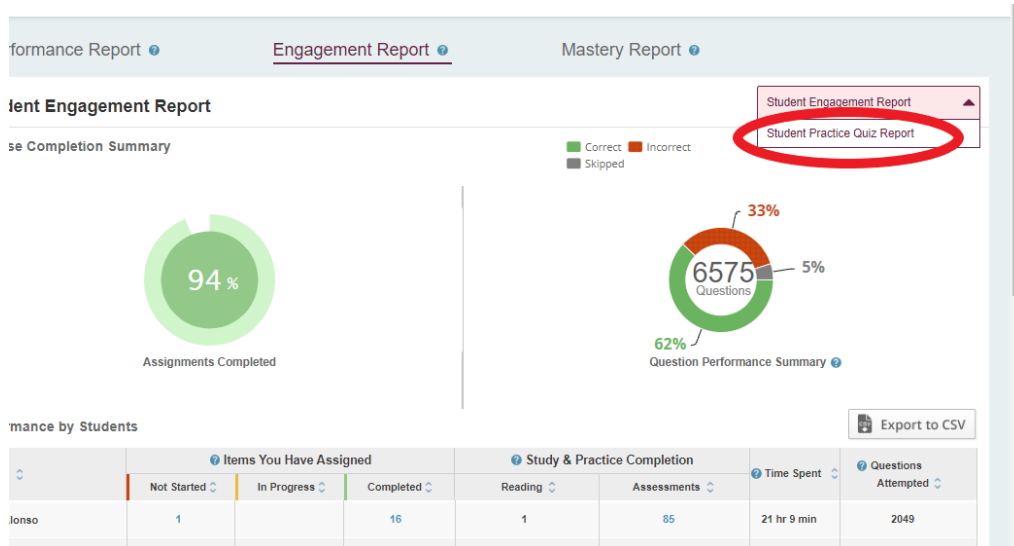
## B. Engagement Report

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.

RadReview Course [\(Change\)](#)

Class: Democlass

Performance Report

Engagement Report

Mastery Report

Student Quiz Report

Dec 17, 2019 - Dec 23, 2019

Student Practice Quiz Report

This report shows student performance and time spent on practice quizzes (practice quizzes refers to the quizzes students take on their own from the student question bank). 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.

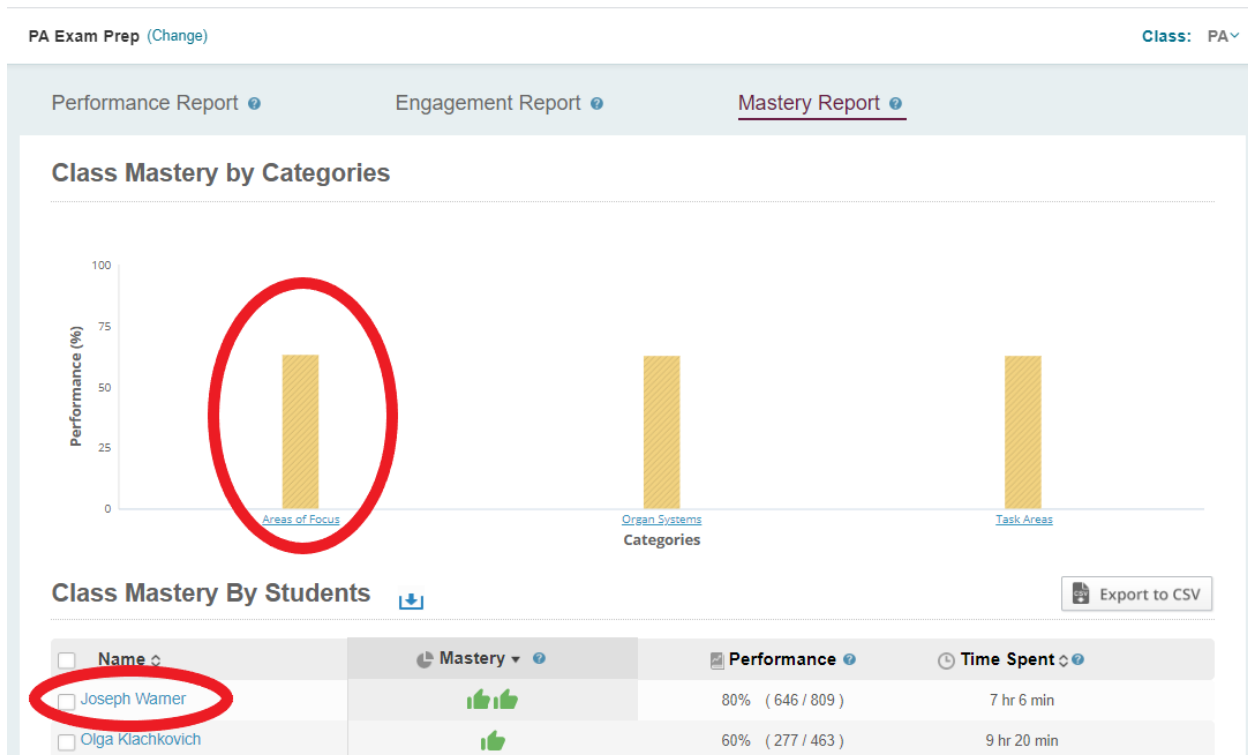
Search:

Student Name	Correct Questions	Partial Correct	Incorrect Questions	Skipped Questions	Total Questions	Performance	Time Spent
demo001@student1.com	0	1	9	0	10	2.5%	15 sec

## 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 <span>?</span>	 Performance <span>?</span>	 Time Spent <span>?</span>
Joseph Warner		80% ( 646/809 )	7 hr 6 min
Areas of Focus	Mastery <span>?</span>	Performance <span>?</span>	
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 <span>?</span>	Performance <span>?</span>	
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 )	