

First time user, setting up a class:

1. Login to fossmap.com
2. You will go directly to the “Add a class” page after clicking the “Assess” link. You must add a class and module before continuing in FOSSmap.
3. Choose a name for your class.
4. Adding students:
 - a. To upload a roster:
 - i. In an Excel sheet, type the first names in the first column; in the 2nd column, the last names; and in the 3rd column, the ID numbers. If you have a student information system, you can probably download the class and format it in Excel to fit these criteria.
 - ii. Save as CVS file.
 - iii. In FOSSmap click on “Browse,” select your file and click “Upload Roster.”
 - iv. If the Excel sheet has been saved correctly, the data will appear in the window. If the page clears, make sure your data is in the correct format and try again.
 - b. Alternatively, you can type in the names and IDs manually.
5. Click the “Start a new module” button at the bottom of the page.
6. Choose which module you will be teaching. If you need help finding which edition you are using, use the “Not sure?” link next to the pull-down menu for assistance.
7. Choose an earlier archive date or leave as the default of 9 months. After that date you will not be able to change any data, but you will have access to a summary of the data.
8. Click the “Save” button at the bottom of the page.

NOTE: Any time you open FOSSmap after you’ve set up a class, you will be directed to the assess (navigation) page each time you open FOSSmap. If you want to look at the tutorials, click “Home” at the top of the page. If you want to add an additional class, click “add class” under the pull down menu of classes on any page. Add the class and set the module that will be used.

Opening an Assessment

1. Click “Assess” at the top of the page.
2. Click “Open” to the right of the assessment that you want students to take.
3. Decide whether open response items, which require a typed text response, will be taken online or on paper. The scheduling page lists in a red box which items are open response items and which of those items must be taken on paper—those that require drawing or graphing. (You will need to print those items out for students to take on paper). Click

“Open.” Assessments are open until midnight of the day you have scheduled them, or until you close them at an earlier time that day.

4. Click “Access codes” at the bottom of the page to get a printout of names, codes and the online iCheck URL for student use. You can print access codes from the Manage Students and Module Home pages, as well.
5. Sign out and close FOSSmap before you have students go online to take the assessment.

Students Taking Online Assessments

1. Students go onto the website: <http://fossmap.com/ichack> (included on the access code printout). Advise students that they are to enter the Name (username) and Access code exactly as they are printed. All the letters are uppercase and that there are no zeros, only capital “O’s” in the access codes. Usernames are first names only. If there are students with duplicate first names in your class, FOSSmap will put a number after those names. Those students must type in the number with their name.
2. Students answer multiple-choice questions by clicking the radio button in front of the answer they think is correct. They can only click one answer. For multiple-answer questions, they can click as many of the answers as they need to in order to answer the question. Some questions also require students to type in a number, a word, or a short phrase. Open response questions have enough space in the text box for students to write a paragraph. (As mentioned above, some open response questions must be taken offline on paper.)
3. There are two special features students may want to use when taking the assessments. The “Striker” button is used to cross off answers if students are unsure of the correct answer and want to eliminate possibilities. There is also a “Mark for Review” button that students can use to mark questions they want to come back to for a second review. These features are accessible only to the student working on the question and their use is not recorded on any of the reports.
4. When students have completed the assessment, they are taken to a review page. They will see that there is a green check next to each item they have completed, and a red box next to items not completed. There will also be red flags next to items if students have marked them for review. Students can go back to any item they wish to review by clicking on the item name (e.g. Question 1a). If they are happy with their answers, they click the “end assessment” button. Students can re-enter the assessment as long as it is within the scheduled time set by the teacher. Otherwise, the teacher will need to reopen the assessment.
5. Once students have completed the assessments, make sure the assessment is closed before you code the items that require manual coding.