Tap It: The Dual Automatic Scoring and Interactive Response App

App Store: TapIt

Website: www.theanswerpad.com

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This guide is intended as a take-home reminder about how to set-up and use TapIt in your classroom. If you have further questions, feel free to email me or visit http://theanswerpad.com/teacher/#learn.

Getting Started:

You will need to decide whether you will use your account just for yourself, or share it with your grade level. Set up your log-in information and share it with fellow teachers whose classes will be on the account as well. Set up classes (last name of teacher) and student log-ins by using the "Tools" tab on the home screen of the website. I recommend using a student's first and last name together (no space) as their username and a common password for all the students. Example: "joesmith" "miller1". When students log in, they will need to always type the name of your class that you set up and their username and password. Once they are logged in, they can either enter a test code that you give them or go interactive. Students can also access TapIt using the website on a computer for stations, etc.

How to…

Create an answer key

> With a copy of the test or answer key in front of you, log in at theanswerpad.com. You can either click "Set up and answer sheet" on the top right, or click on the Library tab and "add a new answer sheet". For each question, select the type of question from the drop down menu (multiple choice, fill-in, etc). Then type the correct answer EXACTLY as you want the students to enter it or select the correct response (ABCD). If you are using the fill-in option (such as for a spelling test), students will need to enter the word exactly as you do (excluding capitals) in order for the system to count it as correct. If you need to add more questions, click at the bottom where it

says "add ___ questions"· If you have the Pro version, you can upload a PDF of the test for students to pull up on their iPads· Be sure to save your key·

Assign a test

After you create an answer sheet, go to the Library tab· Find the test that you want to assign· Click the assign button (looks like 3 bullet points)· You can set how long you want the test to be available to students and which classes (groups) you want to assign it to· After you assign the test, it will give you the 4 digit numerical code that is associated with the test· When it is time for the students to take the test, have them log into TapIt and enter this 4 digit code (one unique code per test)·

View grades

After students take and submit the test, they will see their score right away· They can also see the questions they got incorrect, as well as the answers they got correct· To see their scores all together, login on the website and click the Reports tab· Click "Results" next to the test you want to record· It will first show you the scores as percentages· Scroll down and look under the names to see the average· To see the raw score, scroll down and click "view raw fraction" underneath the average· To see exactly which questions students missed, click the green "Detailed Report" button near the top left of the page·

Go Interactive

Prepare: Load and login to the TapIt website in a browser on your teacher iPad· Project the questions you want answered on the board, or pass out a handout· Click "Go Interactive" on the home screen of the website· You should see boxes with each student's name beneath it· Implement: Now have students login to TapIt· There will not be a test code for them to enter· They will click "Go Interactive" on the home page of the app and then select your class· When they do this, their screen will be mostly blank and will say "waiting"; the box above each student's name who has done this will have a spinning wheel inside it· Wait until all students' boxes have this wheel in it· You can easily see who has not gone interactive yet, so you can help those students· Now you can pose your question or problem on the board· Select a template on the left hand side of your iPad screen (multiple choice, blank, a map, graph paper, etc)· Click "Send Out"· Students' iPad screens will then light up with this template· They can write, draw, or select their answer, then they click submit· Your iPad screen will

refresh every few seconds. The box above each students' name will show a picture of what they submitted as soon as they submit it. You can click on the image to make it bigger. Also if you chose the multiple choice template, as students submit their answers, you will see a bar graph on the left side showing you what percentage of students has submitted each answer choice. If you want to project an anonymous student's work on the board, select the image of their work to fill your screen. Then project your screen using Apple TV.