

PrepU Instructor Guide



Wolters Kluwer
Health

Lippincott
Williams & Wilkins

Summer 2012

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Introduction

Guide Objectives

This guide will help you:

- Understand the features of *PrepU*
- Get started with *PrepU*
- Use the **How's My Class Doing?** page
- Browse the **Question Library**
- Create question collections
- Assign a quiz
- Edit quiz assignments and view student results

System Requirements

PrepU is an online quizzing system. To use *PrepU*, you must have access to the Internet and a relatively up-to-date browser. *PrepU* supports the following browsers:

- Mozilla Firefox 2.0+
- Internet Explorer 8+
- Safari 3+
- Opera 9+
- Chrome 1+



IMPORTANT: For *PrepU* to work correctly, you must allow session cookies. JavaScript must also be enabled.

Getting Started

The first step in creating your *PrepU* class is to register at Lippincott, Williams, and Wilkins' instructor and student support site, thePoint (<https://thePoint.lww.com>), using the special **thePoint Access Code** we provided. From there, you can access the *PrepU* you have purchased and establish your class. For details about creating and managing classes, see Page 7. As part of setting up your class, *PrepU* generates a specific **PrepU Class Code** that you need to provide to your students. To join your *PrepU* class, students will also need to register at thePoint (their **thePoint Access Code** comes with their course materials or will be provided by us). Once they are registered and go to *PrepU*, they need to use your specific **PrepU Class Code** to make sure they are in the correct class—the one you created to accompany your course.

Online Product Support is available whenever you need it. If you have any questions about the registration process, call 1-800-468-1128 or send an e-mail to techsupp@lww.com

Registering at thePoint Using Your Access Code

In order to access *PrepU*, you first need to redeem your **Access Code** for thePoint at : <http://thepoint.lww.com>. If you do not have this access code, contact your Lippincott Williams & Wilkins sales representative directly to request one.

New Users

1. If you haven't registered at thePoint before, go to <http://thepoint.lww.com/activate> and enter your **Access Code** where indicated then select **Submit Code**.
2. Enter your email address, select whether you have an existing password or need to create one, and click **NEXT**.
3. On the registration form, fill out all required fields, click on the checkbox to agree with the terms and conditions, and click **Submit**. This takes you to your My Content page, where your *PrepU* title will appear.
4. At the **My Content** page, click on the *PrepU* title or the **Instructor Resources** link adjacent to it, then click on the access link for your *PrepU* title (example link: **Access PrepU for Smeltzer 12e**). *PrepU*'s **Getting Started** screen will appear in a new window. You are now ready to make your *PrepU* class available to your students.

Returning Users

If you have already registered at thePoint, you can click on **Return User** and log in to access the **My Content** page. If you want to add a new *PrepU* title to your My Content listing, click on the **Add a New Title to My Content** link in the box in the upper right corner beneath the green banner and complete the activation steps. If you are not sure you have an account, you can use the **Find Your Password** or **Help** links, or follow all steps above as a **New User**.

thePoint



Our Story

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PrepU is an adaptive quizzing engine built by teachers and tested in the classroom.

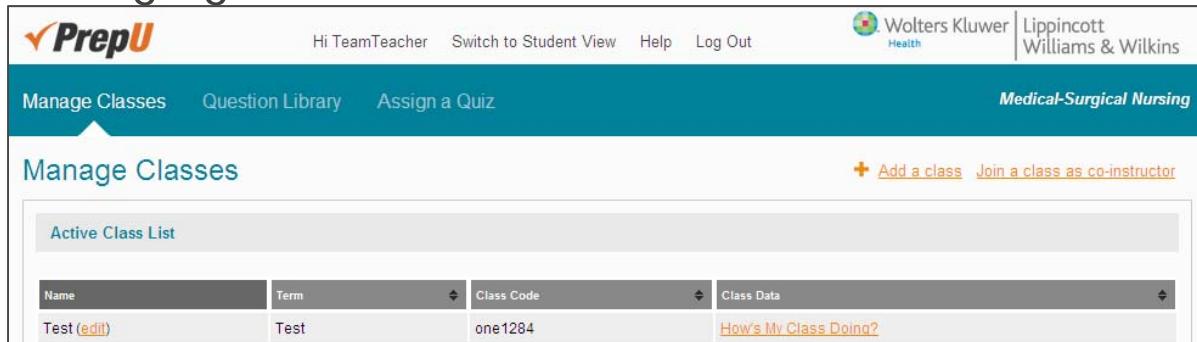
(The *PrepU* title here is just an example and may or may not match yours.)

***NOTE:** You will only use **thePoint Access Code** ONCE, for the initial registration. From that point on, you will use your email address/user name and password to log in to thePoint and access *PrepU*.



TIP: If you forget your password, click **Forgot Your Password?** and enter your email address. Your password will be emailed to you. To change your password, sign in to thePoint and click **Profile** near the top right of the page.

Managing Classes



Creating a Class Using Your PrepU Class Code

1. On the **PrepU Getting Started** page, click either **Manage Classes** or the **Create a class** link. You can create a class from either one.
2. Click the **Add a Class** link. This takes you to a **New Class** page.
3. On the **New Class** page, enter information about your class and school and click **Submit**. This takes you to the **Enroll** page.
4. On the **Enroll** page you will find the exclusive **PrepU Class Code** to pass along to your students, along with instructions for them to follow when signing up. Your new class is now ready.
5. If you need to retrieve the **Class Code** in the future, you can find it by clicking on the **Enroll Students** link on the navigation bar under **How's My Class Doing?**.

***NOTE:** When you distribute the **PrepU Class Code** to your students, make sure they understand that **thePoint Access Code** and **PrepU Class Code** are two different things.

- a. **thePoint Access Code** is used to set up an account at *thePoint* (thePoint.lww.com) and get access to all online resources that accompany course materials.
- b. **PrepU Class Code** is used by students to join the class you have set up for them.



TIP: Your students should have received instructions for enrolling in your PrepU course. We have also included those instructions in the Enroll Students section (Page 12), in case you need to provide them to your students.

Editing a Class

If you need to change the information for a class you've created, go to **Manage Classes**, click **Edit** next to the class you wish to modify. If you only have one class, the **Edit** link will be in the upper right corner. When you are finished making changes, click **Submit**.

Deactivating and Reactivating a Class

If you wish to take a class offline after it has ended, go to **Manage Classes** on the *PrepU* home page and click **Edit** next to the class you wish to make inactive. From the **Status** drop-down list, select **Inactive**. You can reactivate a class at any time. When you are finished making changes, click **Submit**.

To reactivate a class, go to **Manage Classes** and click **View inactive classes**. A list of inactive classes will appear. Click on the the class you'd like to view. This takes you to the **Edit** page where you can reactivate the class. When you are finished making changes, click **Submit**.

Team Teaching

PrepU allows multiple instructors to join the same class.

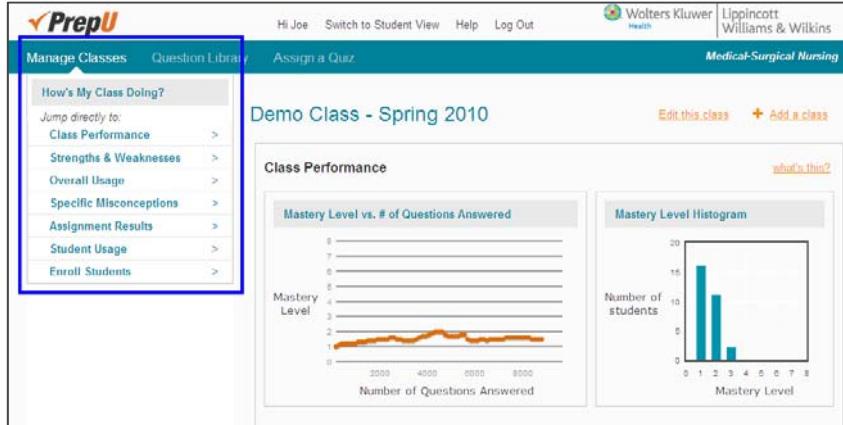
- Just like you and your students, co-instructors will need to first register at thePoint (you can request Access Codes for co-instructors from your Lippincott, Williams & Wilkins Sales Representative) After registering, co-instructors will login, access the *PrepU* title, click on **Manage Classes** and use the **PrepU Class Code** you gave them. If you need to join a *PrepU* class as a co-instructor, you will need to get the **PrepU Class Code** from the instructor who set up the course.
- Enter the class code and click **Submit**. You now have full instructor access to the class.

How's My Class Doing?

PrepU's **How's My Class Doing?** page helps you identify gaps in your students' understanding and address those deficiencies. Here you can view current *PrepU* usage and assessment statistics for each class. These statistics are based on your students' performance as they take targeted practice quizzes. You can also look at results from the quizzes you have created and assigned.

Overview

To access information about a specific class, click **How's My Class Doing?** on the **Manage Classes** page. Scroll down to see all results or click on the left navigation bar to get to a section quickly. If you have only one *PrepU* class, the **How's My Class Doing?** page for that class will appear when you log in.



Mastery Levels

A **PrepU Mastery Level** is more than just another score. It is an indication of how well each student understands specific topics, as measured against the performance of tens of thousands of students nationwide. Mastery Levels are a clear indication of which topics students have mastered, and which topics they need to study further. Students receive a Mastery Level for each quiz they've taken, for every topic covered in the quiz(zes), and for their overall performance in the class.

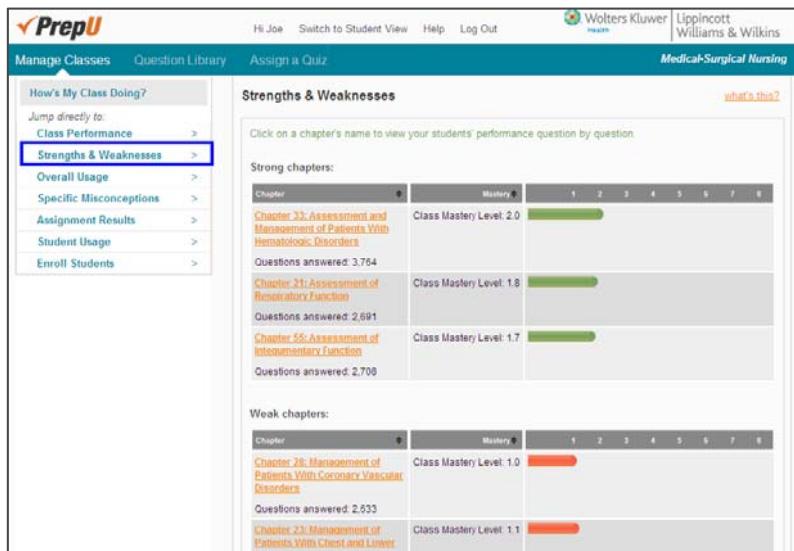
Using a scale of 1–8, Mastery Level is based on not only the quiz score, but on the difficulty of the questions students have answered. When a student takes a quiz on a new topic, the questions start off on the easy side. As they do well on the quizzes, their Mastery Level increases and *PrepU* selects tougher questions for them to answer. To receive a high Mastery Level, students must answer more difficult questions correctly.

Class Performance

At the top of the **How's My Class Doing?** page you will see **Class Performance**. Click on this link to get information about your class's overall performance within *PrepU*. The line graph shows the change in your students' average mastery level over the number of questions answered. The histogram shows how Mastery Levels are distributed among your students. The average Mastery Level for your class plus or minus the standard deviation appears in a box inside this graph.

Strengths and Weaknesses

To see how your class is doing on quizzes and assignments – by Topic/Chapter, or, for some products, by Client Need or Concept – click **Strength and Weaknesses** in the **How's My Class Doing?** menu or scroll down the page to the section. *PrepU* provides a coursewide Mastery Level for each topic. The three best topics (highest Mastery Levels) are shown in green. The three weakest topics (lowest Mastery Levels) are shown in red.

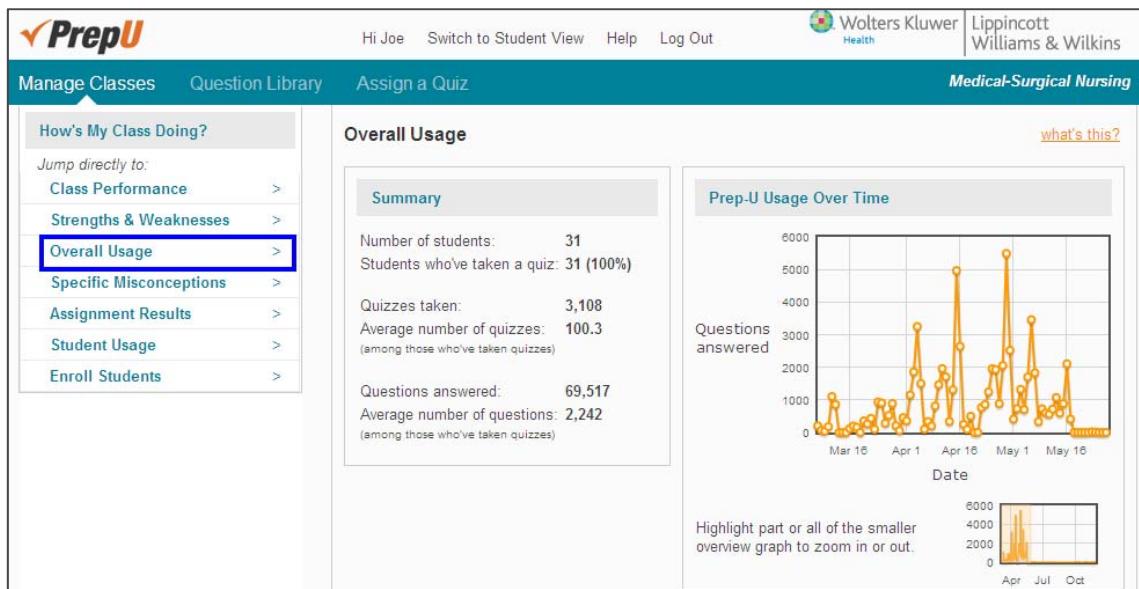


The screenshot shows the 'Strengths & Weaknesses' section of the PrepU interface. On the left, a sidebar menu includes 'How's My Class Doing?' with sub-options: 'Class Performance', 'Strengths & Weaknesses' (which is selected and highlighted in blue), 'Overall Usage', 'Specific Misconceptions', 'Assignment Results', 'Student Usage', and 'Enroll Students'. The main content area is titled 'Strengths & Weaknesses' with a 'what's this?' link. It displays two tables: 'Strong chapters' and 'Weak chapters'. Each table lists chapters with their names, class mastery levels (indicated by colored bars), and the number of questions answered. The 'Strong chapters' table shows three chapters with green bars (Mastery Level 2.0, 1.8, and 1.7) and 3,764 total questions answered. The 'Weak chapters' table shows two chapters with red bars (Mastery Level 1.0 and 1.1) and 2,633 total questions answered.

To see statistics for all topics or chapters, go to the bottom of **Strengths and Weaknesses** and click **View class mastery for all chapters**. Click on a chapter's name to view class performance question by question. You can close this view by clicking **Hide chapters**.

Overall Usage

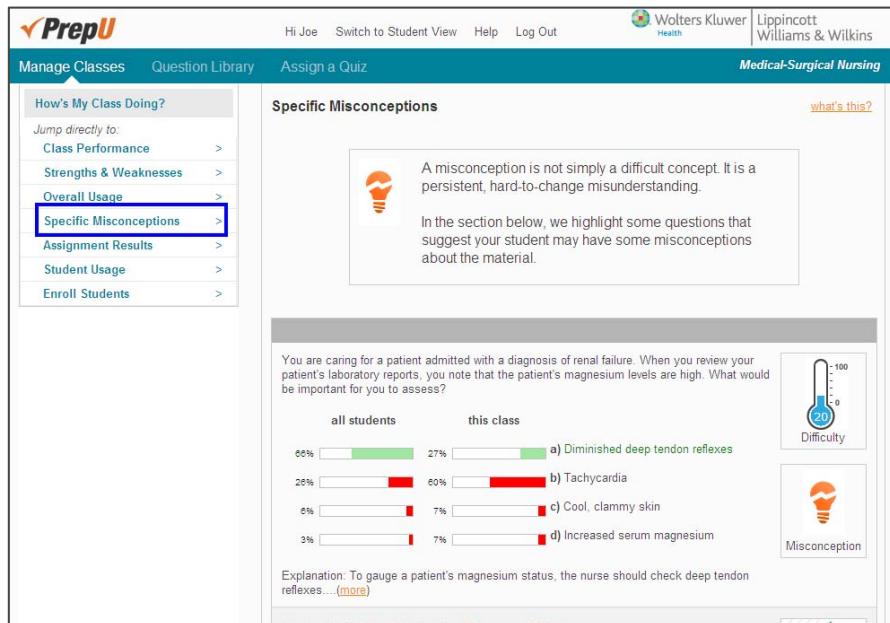
To see how much your class is using *PrepU*, click **Usage Summary** in the **How's My Class Doing** menu or scroll down the page to the section. The graph here shows your class's *PrepU* usage over time. To zoom in on a section of the graph, highlight it by dragging your mouse over the section you want to view. To see the complete graph again, highlight the entire smaller graph.



The screenshot shows the 'Overall Usage' section of the PrepU interface. On the left, a sidebar menu includes 'How's My Class Doing?' with sub-options: 'Class Performance', 'Strengths & Weaknesses', 'Overall Usage' (which is selected and highlighted in blue), 'Specific Misconceptions', 'Assignment Results', 'Student Usage', and 'Enroll Students'. The main content area is titled 'Overall Usage' with a 'what's this?' link. It contains two sections: 'Summary' and 'Prep-U Usage Over Time'. The 'Summary' section provides a quick overview of student usage statistics: 31 students, 31 (100%) who've taken a quiz, 3,108 quizzes taken, an average of 100.3 quizzes per student, 69,517 questions answered, and an average of 2,242 questions per student. The 'Prep-U Usage Over Time' section features a line graph showing the number of questions answered per day from March 16 to May 16. The graph shows significant fluctuations, with major peaks around April 16, April 28, and May 1. A smaller graph in the bottom right corner shows a zoomed-in view of usage from April to October.

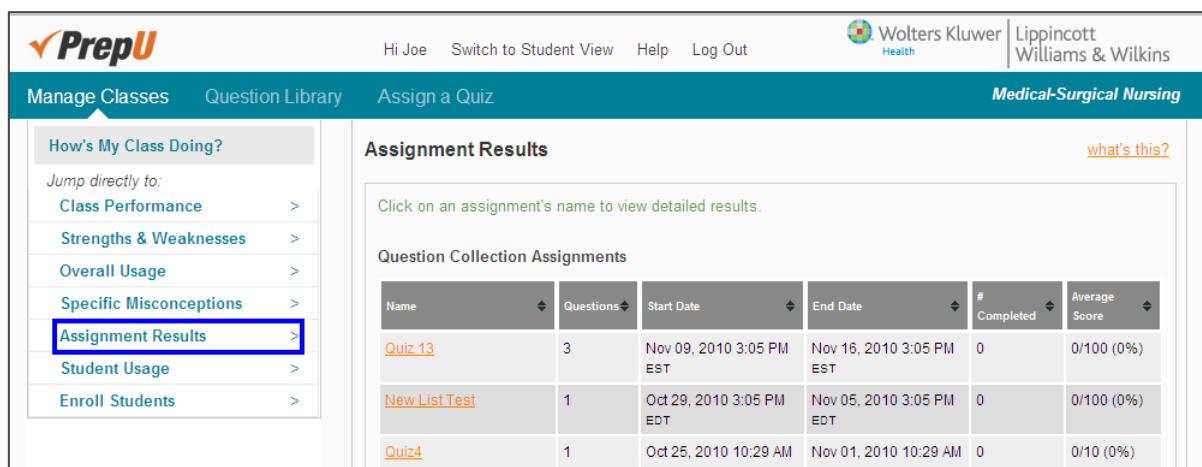
Specific Misconceptions

PrepU has developed a mathematical model that analyzes hundreds of thousands of student responses to identify potential misconceptions and typical errors. Questions likely to represent a student misconception are tagged with a **Misconception Alert** icon. To see your students' likely misconceptions, click **Specific Misconceptions** in the **How's My Class Doing?** menu or scroll down the page to the section. By reviewing questions tagged as **Misconceptions**, you can consider instructional changes to help your students avoid common mistakes. These questions are a great source of material for clicker questions, classroom discussions, peer instruction, review sessions, and study materials.



Assignment Results

Assignments are a good way to make sure students are using *PrepU* and answering questions on crucial topics. To see how students are doing on the assignments you created (as opposed to the quizzes *PrepU* has generated for them), click **Assignment Results** in the **How's My Class Doing?** menu or scroll down the page to the **Assignment Results** section.



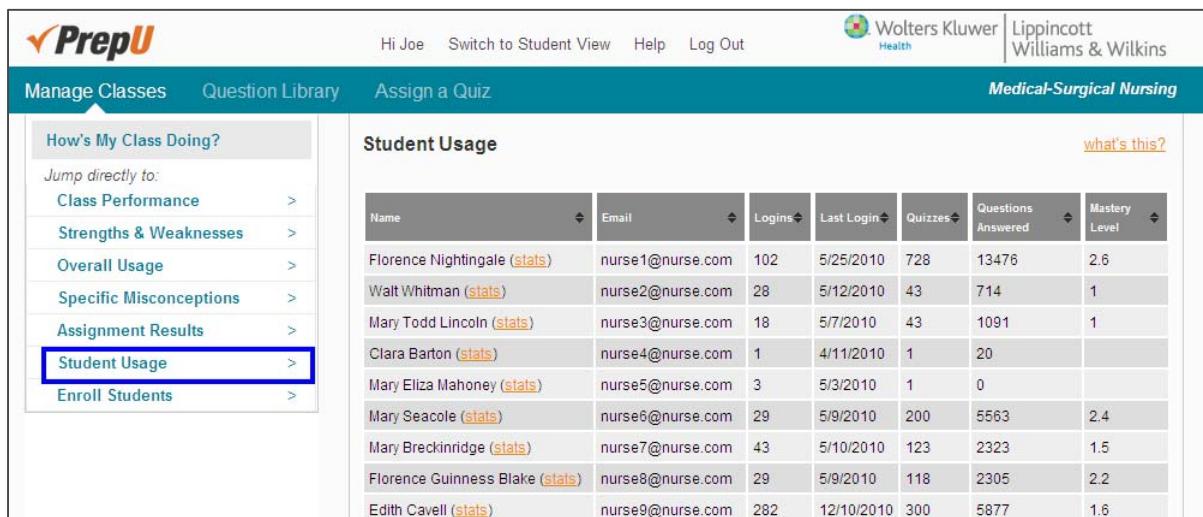
The **Assignment Results** page shows a summary of the class performance, the number of students who completed the assignment, and the average score. Clicking on an individual assignment gives you the results in more detail.

NOTE: You can download Assignment Results into a **CSV format** or export to your campus Learning Management System (**LMS**). We will discuss that process in further detail on Page 13.

Student Usage

To see how your students are doing, click **Student Usage** in the **How's My Class Doing?** menu or scroll down the page to the section.

- To sort the roster by a column, click the column header. Click the header again to sort in the other direction.
- To view comprehensive performance data for a student, click **stats** next to the student's name.
- To remove a student from the class, click **remove** next to the student's name.

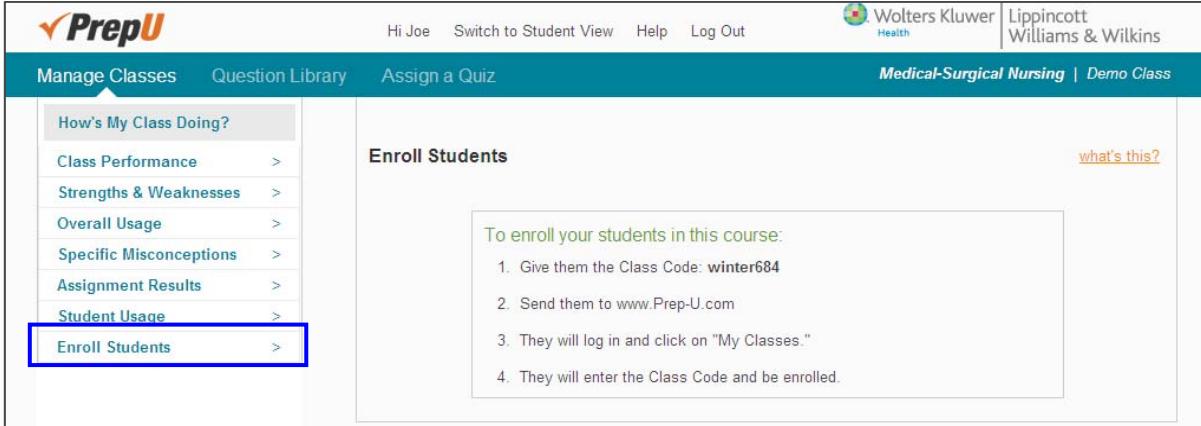


The screenshot shows the PrepU software interface. At the top, there is a navigation bar with the PrepU logo, user name 'Hi Joe', and links for 'Switch to Student View', 'Help', and 'Log Out'. To the right of the navigation bar, there is a Wolters Kluwer Health logo and the text 'Lippincott Williams & Wilkins'. Below the navigation bar, there are three main tabs: 'Manage Classes', 'Question Library', and 'Assign a Quiz'. The 'Assign a Quiz' tab is currently selected, indicated by a blue background. On the left side, there is a sidebar with a 'How's My Class Doing?' section. This section includes a 'Jump directly to:' list with links for 'Class Performance', 'Strengths & Weaknesses', 'Overall Usage', 'Specific Misconceptions', 'Assignment Results', 'Student Usage' (which is highlighted with a blue border), and 'Enroll Students'. The main content area is titled 'Student Usage' and contains a table with the following data:

Name	Email	Logins	Last Login	Quizzes	Questions Answered	Mastery Level
Florence Nightingale (stats)	nurse1@nurse.com	102	5/25/2010	728	13476	2.6
Walt Whitman (stats)	nurse2@nurse.com	28	5/12/2010	43	714	1
Mary Todd Lincoln (stats)	nurse3@nurse.com	18	5/7/2010	43	1091	1
Clara Barton (stats)	nurse4@nurse.com	1	4/11/2010	1	20	
Mary Eliza Mahoney (stats)	nurse5@nurse.com	3	5/3/2010	1	0	
Mary Seacole (stats)	nurse6@nurse.com	29	5/9/2010	200	5563	2.4
Mary Breckinridge (stats)	nurse7@nurse.com	43	5/10/2010	123	2323	1.5
Florence Guinness Blake (stats)	nurse8@nurse.com	29	5/9/2010	118	2305	2.2
Edith Cavell (stats)	nurse9@nurse.com	282	12/10/2010	300	5877	1.6

Enroll Students

Your students should have gotten instructions for how to enroll in your *PrepU*, but we've provided a reminder of what they need to do to join your *PrepU* class. Click **Enroll Students** in the **How's My Class Doing** menu or scroll down the page to the section. From the web page, you can highlight, cut, and paste the instructions into an email to your students.



The screenshot shows the 'How's My Class Doing?' section of the PrepU interface. On the left, there is a sidebar with links: 'How's My Class Doing?' (selected), 'Class Performance', 'Strengths & Weaknesses', 'Overall Usage', 'Specific Misconceptions', 'Assignment Results', 'Student Usage', and 'Enroll Students' (highlighted with a blue box). The main content area is titled 'Enroll Students' and contains instructions: 'To enroll your students in this course:' followed by a numbered list: 1. Give them the Class Code: winter684, 2. Send them to www.Prep-U.com, 3. They will log in and click on "My Classes.", 4. They will enter the Class Code and be enrolled. There is also a 'what's this?' link.

Transfer Grades to Your Campus Learning Management System

Posting grades from *PrepU*'s Gradebook Synchronization Wizard to your campus Learning Management System (LMS) is easy. To access the Wizard:

1. Go to the **How's My Class Doing?** page and click **Assignment Results**.
2. Click **Export grades to your LMS**. This exports your campus gradebook to a CSV file and uploads it to the Wizard.
3. Click **Save and Go to the Next Step**.
4. Match your students' names with the CSV file you uploaded to the Wizard.
5. Choose which grades you want to transfer from the Wizard to your campus LMS (**individual** or **aggregate**). You can also determine which assignments to download into your campus LMS by clicking **transfer** or **do not transfer** next to the name of the assignment.
6. After you have made your selections, **Click Save and Go to the Next Step**. This downloads a properly formatted CSV file with your Wizard grades for easy import into your campus LMS.

The Question Library

PrepU is built on a database of thousands of questions that have been rated at various levels of difficulty through national class testing and extensive real student data. These questions are organized by Topic/Chapter and, in some cases, Client Need or Concept. Questions also may be tagged to particular levels in Bloom's taxonomy.

Within the Question Library you can:

- Search and sort questions using specific criteria
- Create question collection folders
- Add questions to your collection folders
- Turn your question collection folders into assignments or exams
- Hide questions that are not appropriate for your class or that you wish to save for assignments and exams
- Add your own questions to the database, to be available to your students only



WHAT THE EXPERTS SAY: Bloom's Taxonomy

In 1956, a group of educational researchers led by Benjamin Bloom proposed a taxonomy of cognitive processes. Their work has guided test design and curriculum development ever since. The taxonomy outlines six cognitive processes: remembering, understanding, applying, analyzing, evaluating, and creating. *PrepU* tags most questions according to Bloom's taxonomy so you can target specific cognitive functions and identify where on the Bloom's ladder your students are getting stuck.

Question Variants

One of *PrepU*'s most powerful features is the expansion of many of its questions into variants. Indicated with a **Show Variants** link, these use the same (or similar) basic question but with a different set of possible answers. With this feature, there is little risk of running out of questions on important concepts, and instructors can get more insight into why, in some cases, students keep submitting wrong answers. For students, question variants are an opportunity to see the same topic at different levels of difficulty.

Your students will never see more than one variant on any quiz, and they are unlikely to see the same question repeated even if they take multiple quizzes on the same subject. The specific rules for question variants are:

- When students answer a question correctly, they won't see that question or any variants of it for three subsequent quizzes.
- When students answer a question incorrectly, they won't see that question or any variants of it for at least one quiz.



NOTE: *PrepU* does not count variants as part of the total number of questions available in the question database.

Misconception Alerts



Misconceptions are not just a matter of students being unsure of the correct answer. A misconception arises when students think they have mastered a concept, but their understanding is flawed. Misconceptions shared by many students can be an excellent opportunity for instruction, but first you have to identify them. *PrepU* has developed a mathematical model that reveals likely misconceptions by analyzing hundreds of

thousands of student responses. Questions that are likely to represent a potential misconception are tagged with a **Misconception** alert. These questions, already known to be addressing troublesome areas, are a great source of material for clicker questions, classroom discussions, peer instruction, review sessions, and study materials.



NOTE: The difficulty rating and the Misconception alerts are not associated. Both low and high difficulty questions can be flagged with Misconception alerts.



WHAT THE EXPERTS SAY: Misconceptions

In 1968, educational researcher David Ausubel urged teachers to discover “what the learner already knows,” declaring that students’ prior knowledge was “the most important single factor influencing learning.” Today’s researchers would agree and even broaden the statement: Instructors should seek out not just what students know, but also what they incorrectly think they know, and they should remediate accordingly. *PrepU* is designed with this core advice in mind. Our multiple-choice questions have been written to elicit misconceptions so that you can tailor your instruction to correct them.

Private Reserve Questions

Private reserve questions are permanently blocked from students nationwide, but you have the option of assigning them. For example, *PrepU* for Brunner and Suddarth’s *Textbook of Medical Surgical Nursing, 12th Edition*—averages more than 100 private reserve questions per chapter. You can select any of them for *PrepU* assignments. Because your students have not seen them, private reserve questions ensure fairness. To view private reserve questions, choose the **Sort by private reserve** option in the sort menu at the top right corner of your question results page.

Searching and Sorting the Question Library

In the Question Library, you can search and sort questions in multiple ways.

Search Chapters: On the left-hand side under **Chapters**, you can choose one or more chapters to search.

Keyword Search: On the left-hand side under **Keyword Search**, enter a keyword, and *PrepU* will find all questions containing your keyword.

Bloom’s Taxonomy: You can restrict your search to particular levels of Bloom’s Taxonomy.

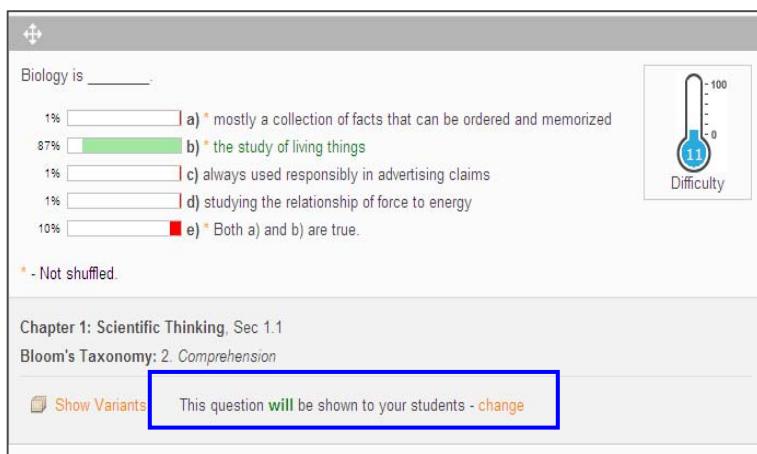
Class Data: You can restrict your search to questions your students have answered.

Sort Options: In a drop-down menu on your search results page, you can sort by: Difficulty, Misconception Alert, Private Reserve, or Questions with images.

Controlling Student Access to Questions

When students take quizzes on their own, they receive questions based on the Topics/Chapters or, in some cases, Client Needs or Concepts they've chosen, and their Mastery Level. *PrepU* lets you control which questions you're students will see in those quizzes. This is a good way to save questions for your exams or block questions on material your course doesn't cover.

1. If there is a question you do not want your students to access on their personalized quizzes, find the "This question **will** be shown to your students" message below the question and click **change**. The message changes to "This question **will not** be shown to your students."
2. To give students access to the question again, click **change** again.

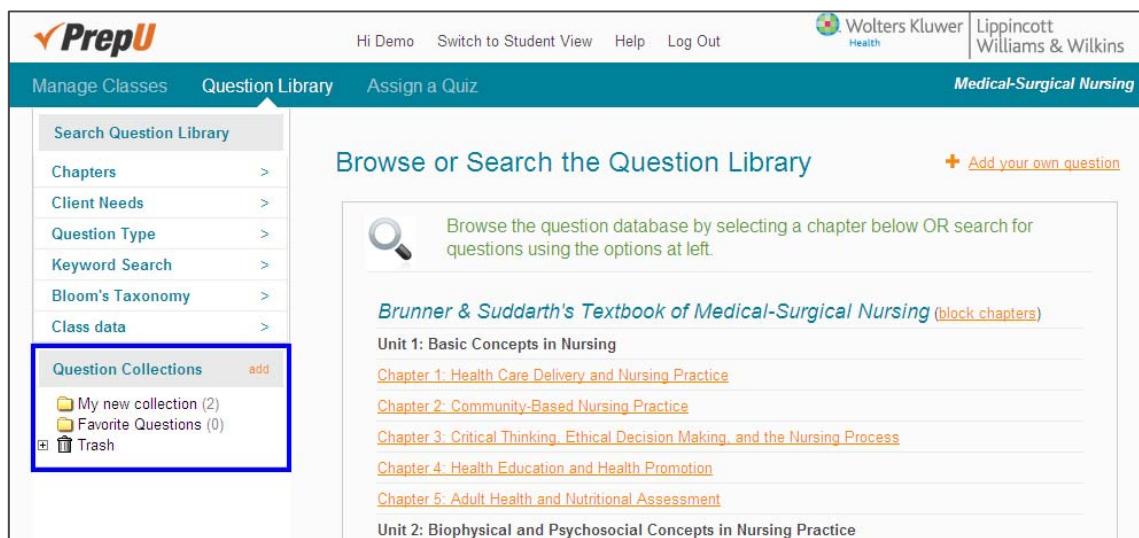


Question Collections

With the **Question Collection** feature, it's easy to select questions you'd like to use and organize them into folders.

Creating a Question Collection Folder

1. To create a new question collection folder, click **add** (to the right of **Question Collection** in the menu).
2. Name the folder (i.e., Fall Mid-term).



Adding to a Question Collection Folder

1. When you find a question you want to add to a question collection folder, simply grab it and drag it to the correct folder.
2. When you add a question, the folder will become highlighted and the number to the right will increase.
3. To see the questions in your collection, double click the folder
4. To delete a question, click **Remove question from collection**.

Add Your Own Questions

PrepU lets you add your own questions and target them to your class. Only your students will see them.

1. In the **Question Library**, click **Add your own question**, at the top right corner. The **Add/Edit a Question** page appears.
2. To enter a question:
 - a. If the question requires an image, add it by clicking **Browse** to locate it on your computer, then **Upload image**.
 - b. Type the question into the **Question** field.
 - c. Type the answers into the **Answer choice** fields.
 - d. Select the **Correct** button next to the correct answer.
 - e. If there is an answer choice that should not be shuffled, select **Don't shuffle this choice** next to the answer.

The screenshot shows the 'Add/Edit a Question' page. At the top, there is a 'Question' field and an 'Upload image' section with a 'Browse...' button and a 'No image' checkbox. Below these are three 'Answer choice' fields labeled 'a)', 'b)', and 'c)'. To the right of each answer choice are two checkboxes: 'Correct' and 'Don't shuffle this choice'.

Answer choice	Correct	Don't shuffle this choice
a)	<input type="radio"/>	<input type="checkbox"/>
b)	<input type="radio"/>	<input type="checkbox"/>
c)	<input type="radio"/>	<input type="checkbox"/>

To categorize your question:

- f. Select the box next to the appropriate Bloom's taxonomy level.
- g. Select the box next to the topic your question assesses.

To see how your question will appear, scroll to the bottom of the page and click **Preview**. A new window containing the question will open. If you are satisfied with the question, close the window and click

Submit. A message at the top of the page will let you know that your question has been added to the database.

The question will be marked **calibrating** until it has been answered by enough students to determine its difficulty level.

Assign a Quiz

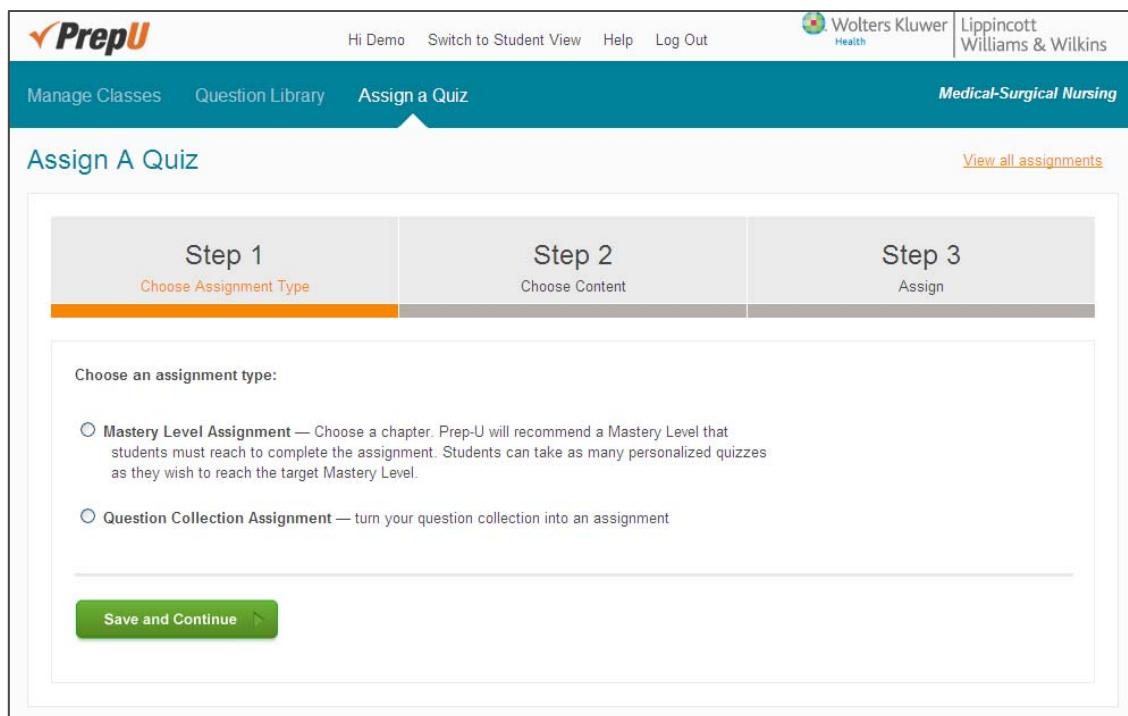
Assigning a quiz takes three easy steps. There are two types of quiz assignments available:

Mastery Level Assignment

Question Collection Assignment

With **Mastery Level Assignments**, you select the Chapter/Client Need/Concept and set a Mastery Level goal. *PrepU* chooses the questions and generates the quizzes. To complete the assignment, students must take quizzes until they reach the Mastery Level you want.

Question Collection Assignments consist of questions you've selected from your question collection folders.



The screenshot shows the 'Assign A Quiz' page of the PrepU software. At the top, there is a navigation bar with links for 'Manage Classes', 'Question Library', and 'Assign a Quiz'. The 'Assign a Quiz' link is highlighted. To the right of the navigation bar, there are logos for Wolters Kluwer Health and Lippincott Williams & Wilkins, and a category label 'Medical-Surgical Nursing'. The main content area is titled 'Assign A Quiz' and features three steps: 'Step 1 Choose Assignment Type', 'Step 2 Choose Content', and 'Step 3 Assign'. The 'Step 1' section is active and contains two radio button options: 'Mastery Level Assignment' and 'Question Collection Assignment'. Below these options is a 'Choose an assignment type:' label and a list of assignment types. At the bottom of the 'Step 1' section is a green 'Save and Continue' button.

Creating a Mastery Level Assignment

In the **navigation bar** at the top of the page, click **Assign a Quiz**. On the Assignments page:

1. Select **Mastery Level Assignment**. Click **Save and Continue**.
2. Enter a name for your assignment, choose a chapter, set a target mastery level, and click **Save and Continue**.

3. Set your assignment parameters (i.e., classes, deadline, time limits, other options). Click **Save and Continue**.

You will get a confirmation of the assignment. Your students can now access this assignment from their **Assignment** page when they open *PrepU*.

Creating a Question Collection Assignment

In the navigation bar at the top of the page, click **Assign a Quiz**. On the Assignments page:

Step 1: Select **Question Collection Assignment**. Click **Save and Continue**.

Step 2: Enter a name for your assignment, choose a question collection, and click **Save and Continue**.

Step 3: Set your assignment parameters (i.e., classes, deadline, time limits, other options). Click **Save and Continue**.

Confirmation of the assignment appears. Your students can now access this assignment from their **Assignment** page when they open *PrepU*.

Viewing, Editing, and Deleting a New Assignment

PrepU lets you view and modify the assignments you've created at any time. You can add or delete questions, change the assignment period, delete assignments, and view student results. To review and modify any assignment, go to your **Assign a Quiz** page and click on **View all assignments** in the upper right corner, and select the assignment you want to change.

Glossary of Terms

Adaptive quizzing: Quizzing that responds to a student's performance, generating questions specifically adapted to a student's level of knowledge about a topic.

Bloom's taxonomy: A classification system of key learning objectives categorized into six levels of increasing complexity: knowledge, comprehension, application, analysis, synthesis, and evaluation.

Calibrating: A PrepU question is labeled as "calibrating" until enough data has been collected (students answering the question) to assign it a difficulty level.

Chapter section: The specific section of the chapter to which the question applies.

Client Needs: Eight subtopics under the four general client needs categories of Safe, Effective Care Environment; Health Promotion and Maintenance; Psychosocial Integrity; and Physiological Integrity.

Difficulty: A rating that corresponds roughly to the proportion of students who get a question wrong. Ratings are based on actual student performance data and are assigned only after a question has been answered at least fifty (50) times. Ratings are continuously updated as more students answer a question. Ratings range from 0 to 100, with 100 being the most difficult.

Inactive class: A class that is completed.

Mastery Level system: A system of milestones that indicates students' mastery of course material. Mastery Levels are generated for each student per quiz, per topic, and overall, and by class per topic and overall. They are calculated based on the number of questions a student has answered correctly and on the difficulty of those questions.

Misconception Alert: A label marking questions likely to represent student misconceptions, which are identified by analyzing the answer patterns of hundreds of thousands of student responses.

Private Reserve: Questions that are permanently blocked from student use.

Question cart: A place to store questions to use on future assignments or exams.

Question database: The collection of questions that are provided with *PrepU* and from which assignments, exams, and quizzes are built. The questions have been class-tested nationwide, are organized by Topic/Chapter, Client Need and, in some cases, Concept, and may also include Bloom's taxonomy and difficulty information.

Question families: Groups of questions with the same question stem but a different selection of answers.

Topic (or Chapter): A grouping of questions in *PrepU*. If questions are associated with a particular textbook, the topics will be the chapters of the book. Otherwise, the topics will be the general categories of material covered.

Variants: Questions that are part of question families.