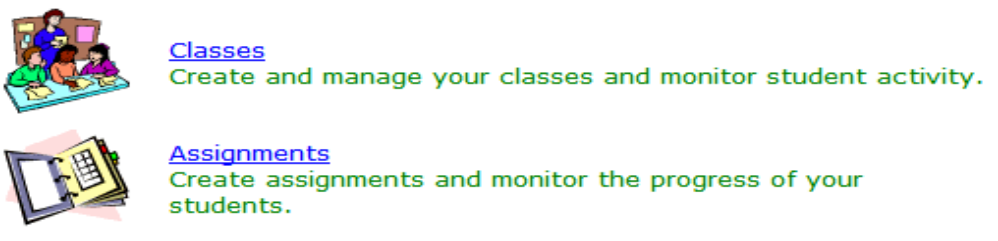
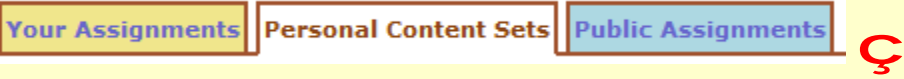
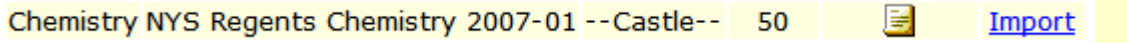
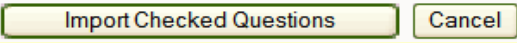


9 Easy Steps To Create A NY State Regents Review from Past Exams

Step 1	<p>Click Assignments from Teacher Home Page.</p>  <p>Classes Create and manage your classes and monitor student activity.</p> <p>Assignments Create assignments and monitor the progress of your students.</p>
Step 2	<p>Select desired COURSE - top left of page (use drop-down arrow)</p>
Step 3	<p>Create an assignment name (ex: Regents Review – DO NOT use month and year as this helps the students find the relate exam somewhere else)</p> <p>New Assignment Name <input type="text"/></p> <p>(You can always change the assignment name later!)</p>
Step 4	<p>Click “Create New Short Answer Assignment” (below box)</p>
Step 5	<p>Right side of the screen... Click IMPORT QUESTIONS</p>
Step 6	<p>Click the blue tab that is labeled “PUBLIC ASSIGNMENTS”</p> 
Step 7	<p>Select desired COURSE and locate the past exam:</p> <p>Click the blue word IMPORT on the same line as the desired exam</p> 
Step 8	<p>Click CHECK ALL (top left) - then Click Import Checked Questions</p> <p>Import questions from: NYS Regents Chemistry 2003-01</p> <p>Check the questions that are to be imported into the assignment, then click the IMPORT button.</p> <p>check all clear all</p> 
Step 9	<p>After creating the review assignment:</p> <ol style="list-style-type: none"> 1. Go to the bottom left of the page and click “Assign to Students” to issue the review for online participation....or..... 2. Go to the right side (under Assignment Options) and Click Display/Print Assignment to make a hard copy!