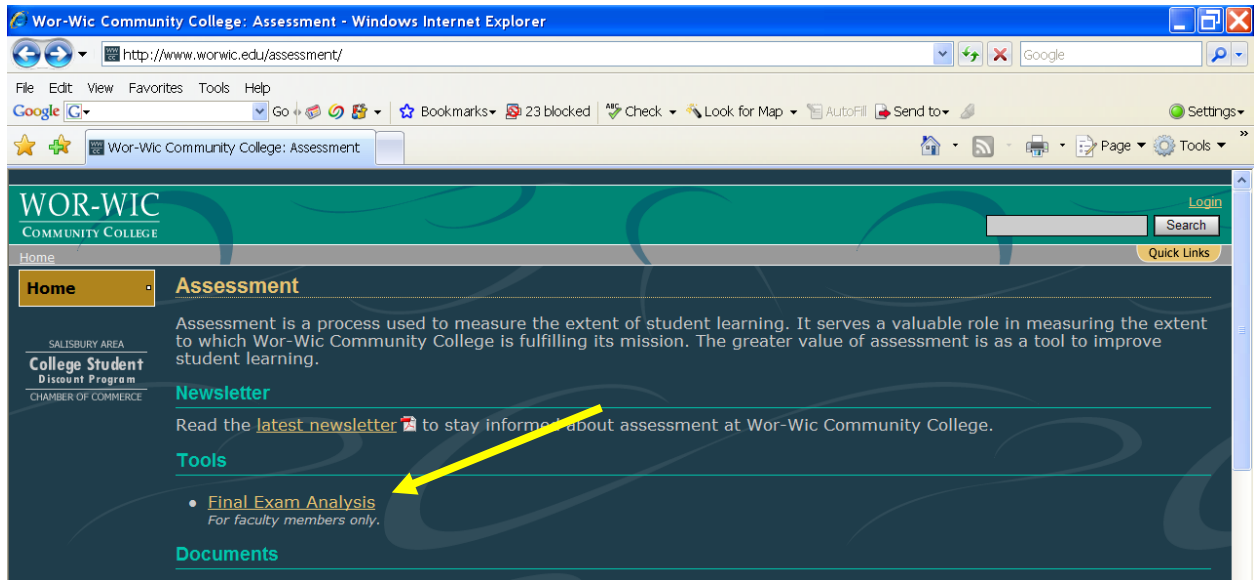
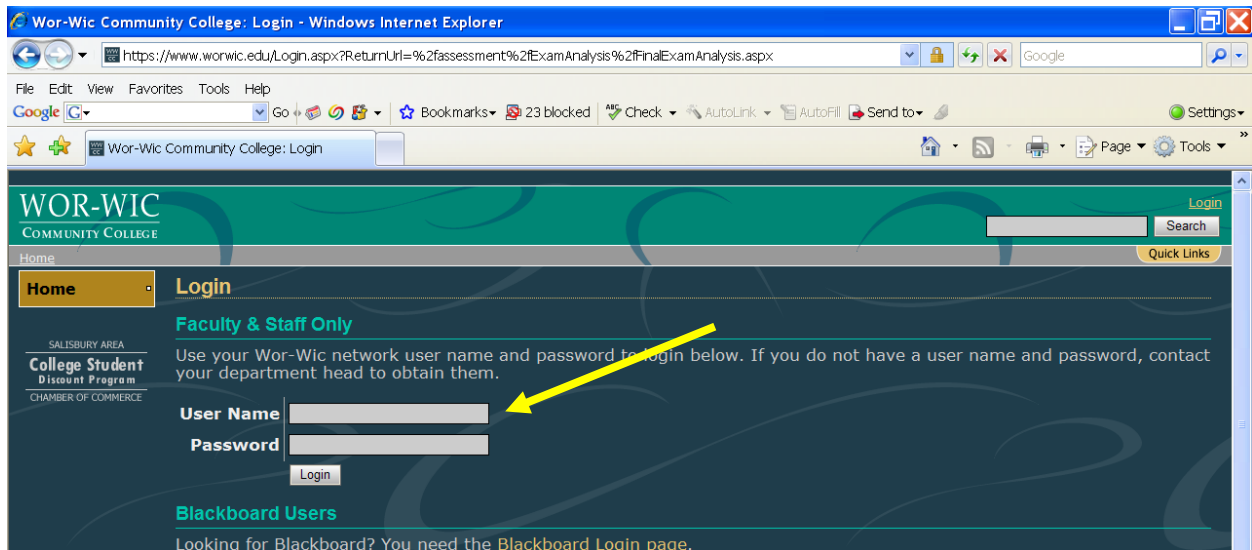


Directions for Entering Final Exam Analysis Information

1. Go to the following website: <http://www.worwic.edu/assessment>
2. Under the Tools section, click on the link for the “Final Exam Analysis”



3. Enter your WWCC login User Name and Password and click “login”



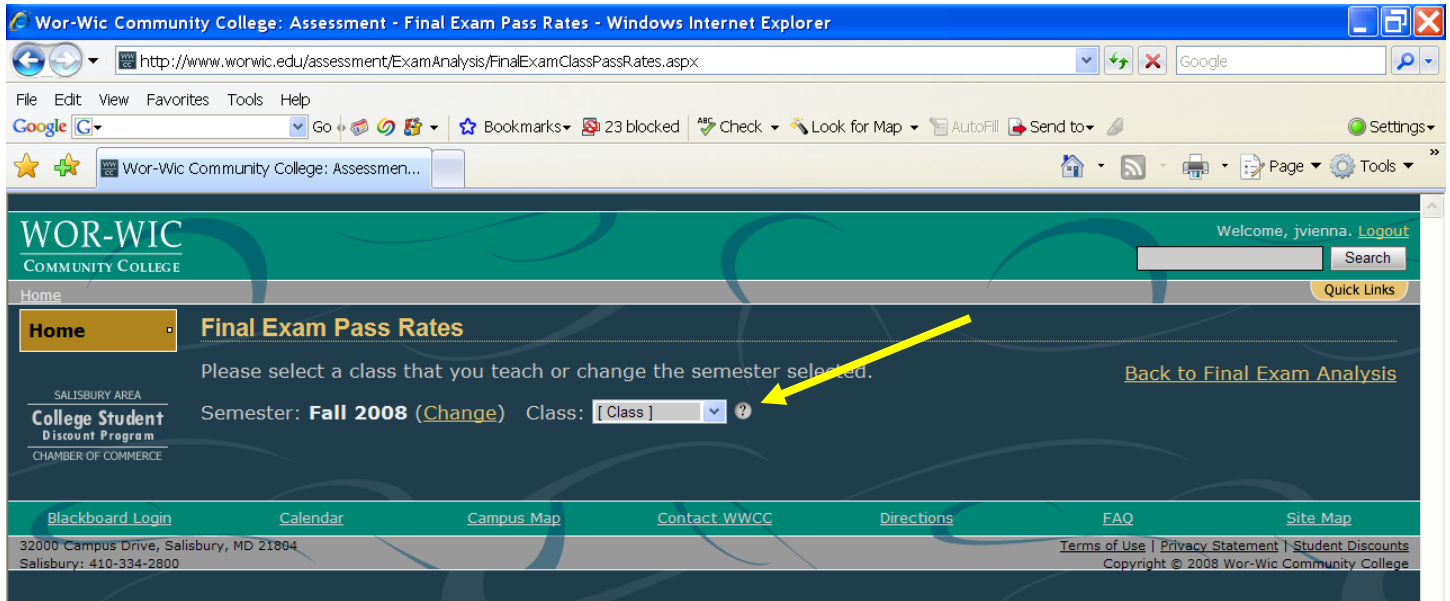
4. Under the section “Class Pass Rates,” click on the “Input Pass Rates for Classes”

The screenshot shows the 'Final Exam Analysis' page on the Wor-Wic Community College website. The page has a dark blue background with a light blue sidebar on the left containing navigation links: Home, Academic Calendar, Academic Information, Assessment, Class Schedules, College Catalog, Continuing Education, Courses/Syllabi, and Credit Programs. The main content area is titled 'Final Exam Analysis' and contains a paragraph explaining the assessment process, followed by two sections: 'Course Questions' and 'Class Pass Rates'. Under 'Class Pass Rates', there are two links: 'Input pass rates for classes' and 'View statistical reports for classes'. A yellow arrow points to the 'Input pass rates for classes' link.

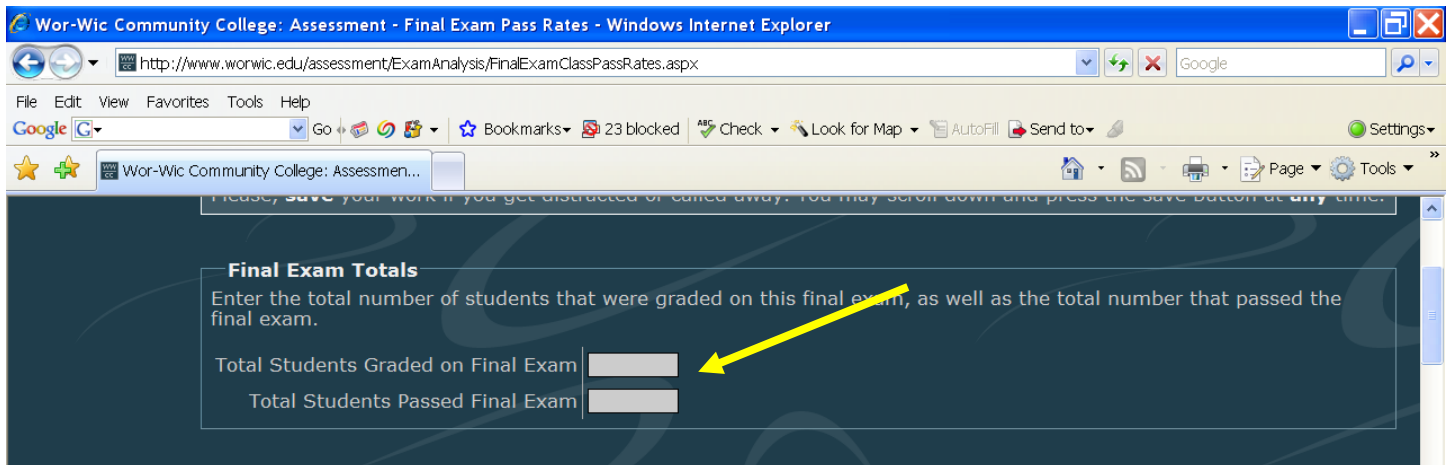
5. Select appropriate semester and type in year if needed, then click “Next.”

The screenshot shows the 'Final Exam Pass Rates' page on the Wor-Wic Community College website. The page has a dark blue background with a light blue sidebar on the left containing navigation links: Home, Academic Calendar, Academic Information, Assessment, Class Schedules, College Catalog, Continuing Education, Courses/Syllabi, and Credit Programs. The main content area is titled 'Final Exam Pass Rates' and contains a form for entering semester and year information. The form has a dropdown menu for 'Semester' with 'Fall' selected, a text input field for 'Year' with '2008' entered, and a 'Next' button. A yellow arrow points to the 'Next' button. There is also a 'Back to Final Exam Analysis' link.

6. Click on course drop-down menu and click on course you teach (be careful to watch for your section number for courses with multiple sections).

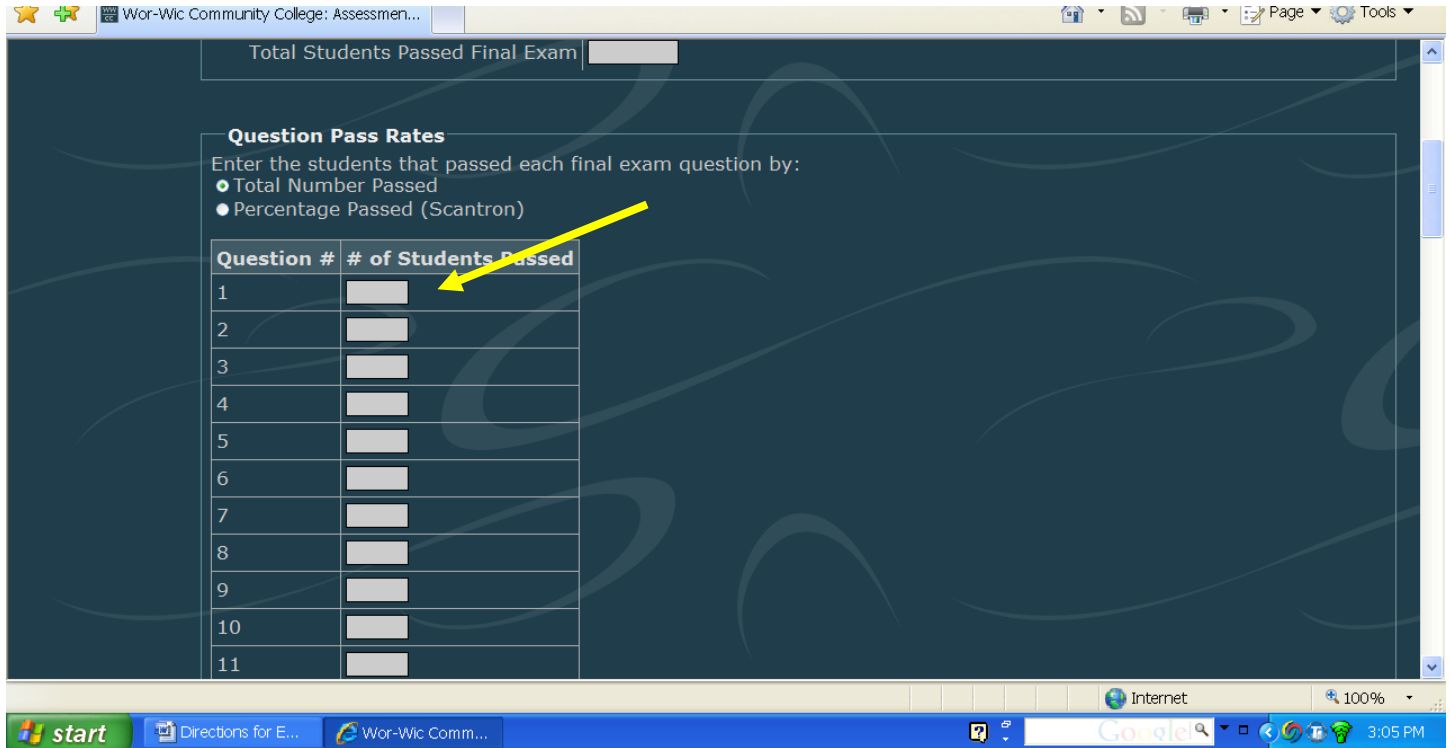


7. Under the section “Final Exam Totals,” Input the total number of students who completed the final exam. Then, input total number of students who passed the exam.

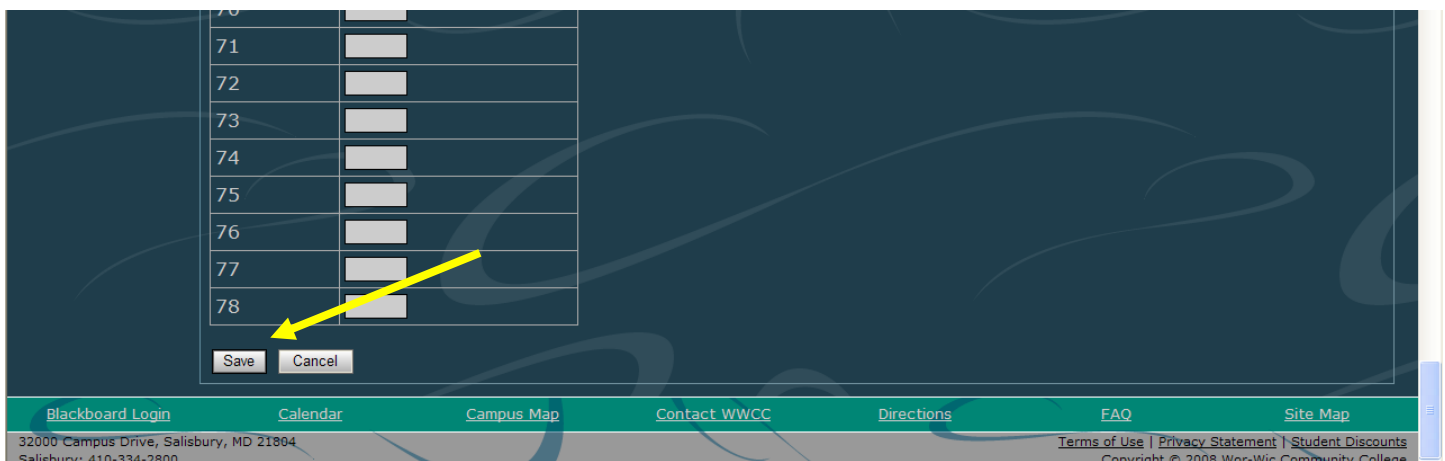


8. Under the section “Question Pass Rates”
- a. Input the number of students who passed each individual exam question
- OR, by clicking the radion button**
- b. Input the percent of students who passed each individual exam question (information from Scantron)

(You do NOT need to do both)



9. At the bottom of the page, click “save.”



10. You should receive a confirmation page stating your data has been saved.

You have now completed your entry for the final exam analysis!