

Create a FastGrade Lesson

1. Click the **Prepare>Lessons and Assessments** tab.
2. Select the **lesson name** to which you are adding the Fastgrade lesson.



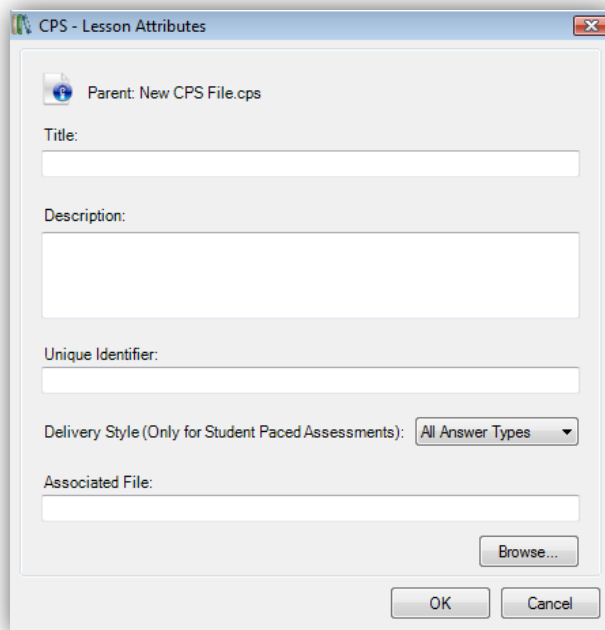
3. Click **New** in the Home group to show a drop-down menu.
4. Select the **FastGrade** menu item. The Lesson Attributes window opens.

5. **Type a name** for your *FastGrade* lesson in the Title box.

Optional: Type a description or unique identifier. You may also choose a delivery style to support various assessment answer options, such as ABCD / FGHI.

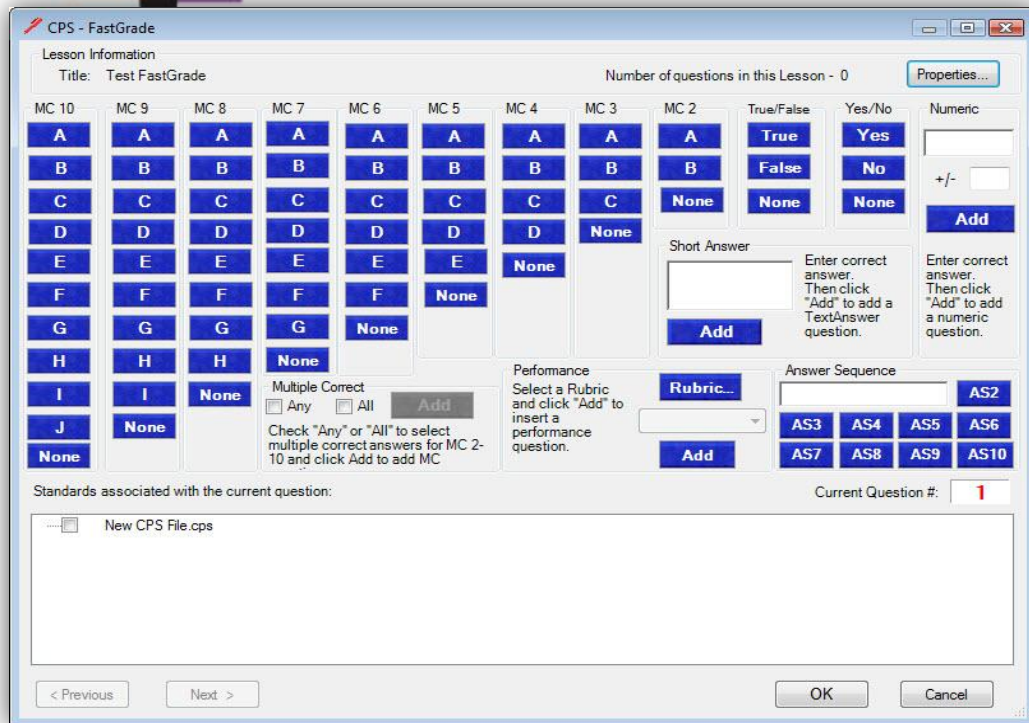
- a. Lastly, you can also add a picture file by clicking the Browse button (jpeg, bitmap, or gif) that will appear when you engage the lesson in *There It Is!* mode.

6. Click OK.



The *FastGrade* window opens showing the following features:

If you click "None" it means the response will not be counted for or against a student, regardless of what they respond.



- **Title:** The name you typed in the Lesson Attributes window.
 - **Number of questions in this Lesson:** The number of questions you have successfully added to the *FastGrade* answer key.
 - **Properties:** Opens the Lesson Attributes window.
 - **Question type columns:** Question types in individual columns enable you to add various question types to the *FastGrade* answer key.
 - **Standards associated with the current question:** Standards in the open database appear so that you can associate them with each question.
 - **Current Question #:** The question number you are currently working on. This number is always one more than the Number of questions in this Lesson.
 - **Previous:** Moves to the previous question in your *FastGrade* answer key. This action highlights the previous question's type and correct answer as well as displaying the number position of this question as the Current Question #.
 - **Next:** Moves to the next question in your *FastGrade* answer key. This action highlights the next question's type and correct answer as well as displaying the number position of this question as the Current Question #.
 - **Rubric...:** Allows you to associate a rubric with an essay or short answer question.
 - **Numeric Add:** Allows you to add a numeric question.
 - **Answer Sequence:** Allows you to ask a question where responses need to be in a particular order, like a matching exercise.
 - **Short Answer:** Allows you to ask questions where a response is a short text response up to 20 characters.
 - **Essay:** Type of question you will hand grade.
- Click the blue answer button that corresponds with the question type and correct answer for each question.

7. Repeat until you've entered every question into the CPS *FastGrade* window.

8. Click OK. The *Prepare>Lessons and Assessments* tab appears with the *FastGrade* lesson name in the lesson side of the window.

Create a *FastGrade*

For more information on training and professional development, please contact us at training@einstruction.com