# How do I analyze test results?

A Carbon TIME Tutorial

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# Outline

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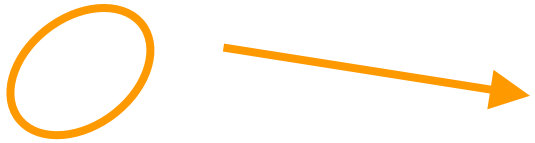
# Navigating this Tutorial

- Throughout this tutorial you will encounter step by step instructions walking you through how to complete a task or tasks on the CarbonTIME website. You will encounter instructions on the left of the slide and a screen shot of the website on the right.

- Many of the screen shots will be highlighted in some way to call your attention to the part of the screen that relates to the instructions. Look for circles or arrows like these:



- If at any time you become stuck or do not understand part of the instructions, send an email to msp.drk12@gmail.com. We try our best to respond to emails within 24 hours Mon – Fri. Please allow additional time for a response on the weekends.

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# How do I analyze test results?

In this tutorial we will go over how to analyze your student test results in just 7 easy steps.

We'll begin with the basics of logging in to the CarbonTIME website, go over where to find the test results, and walk through how to download and view the results.

Ready? Let's begin!

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# Step 1: Open the CarbonTIME website

Open the CarbonTIME website: [http://carbontime.bscs.org/](http://carbontime.bscs.org/)

Click on the Assessment Site button to the right of the navigation bar.

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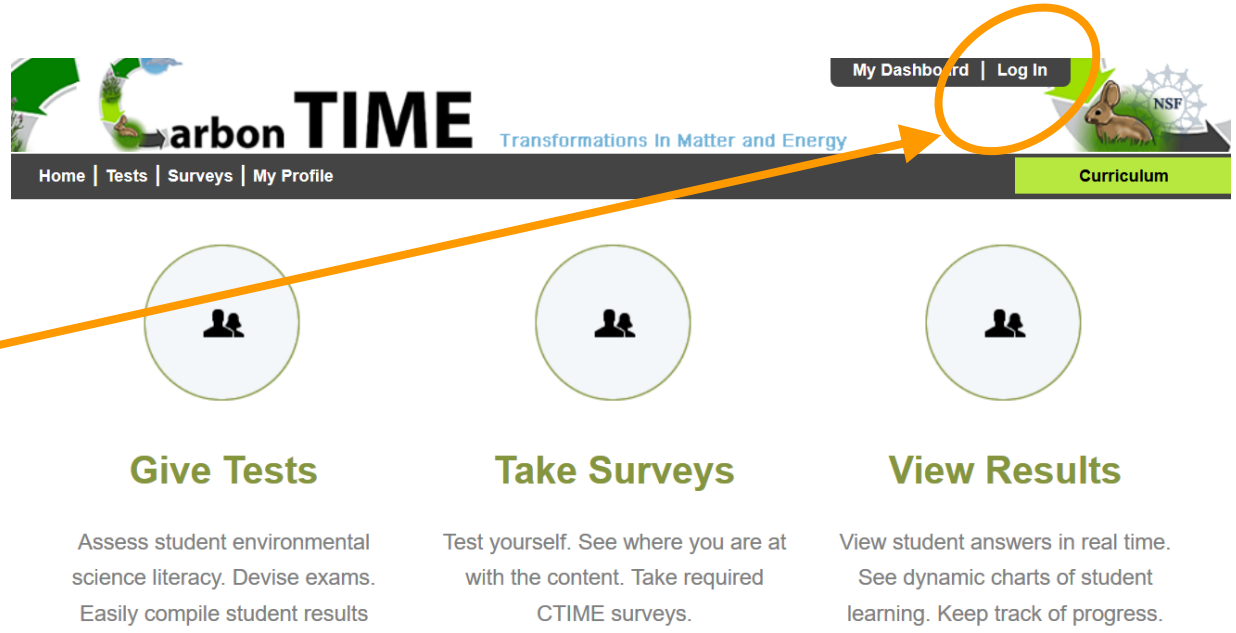
# Step 2: Login

Click on the Login link in the upper right corner of the page.





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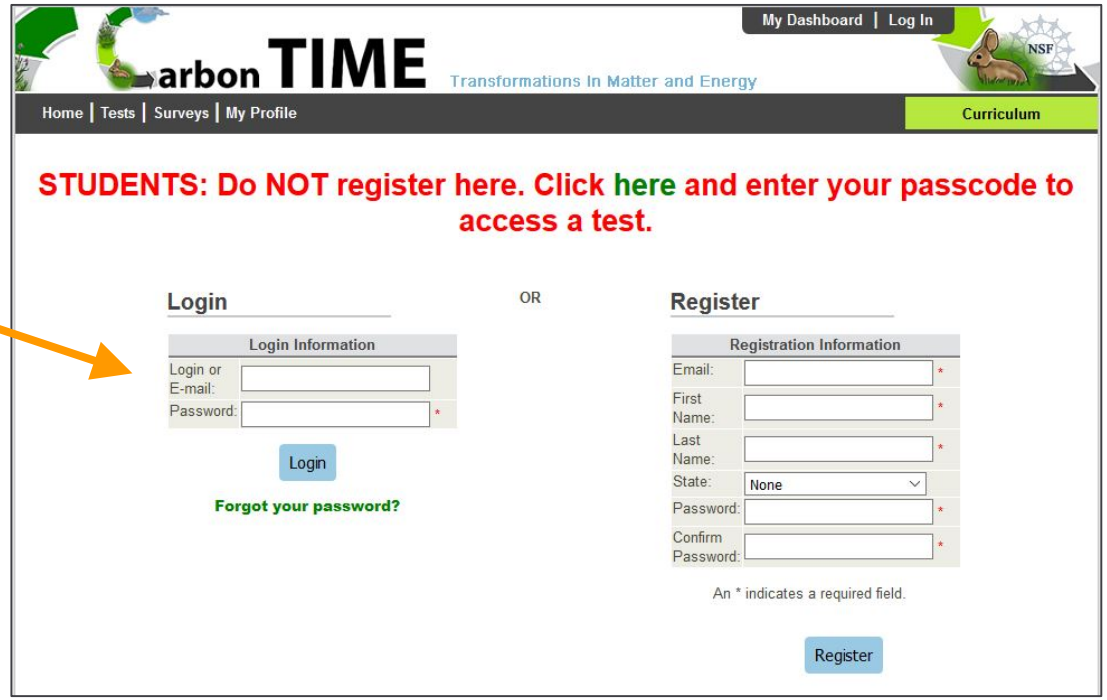
# Step 2: Login cont'd

Login to CarbonTIME with your login and password information.

*Note: If you've forgotten your password, click on the "Forgot your password?" link below the Login box*

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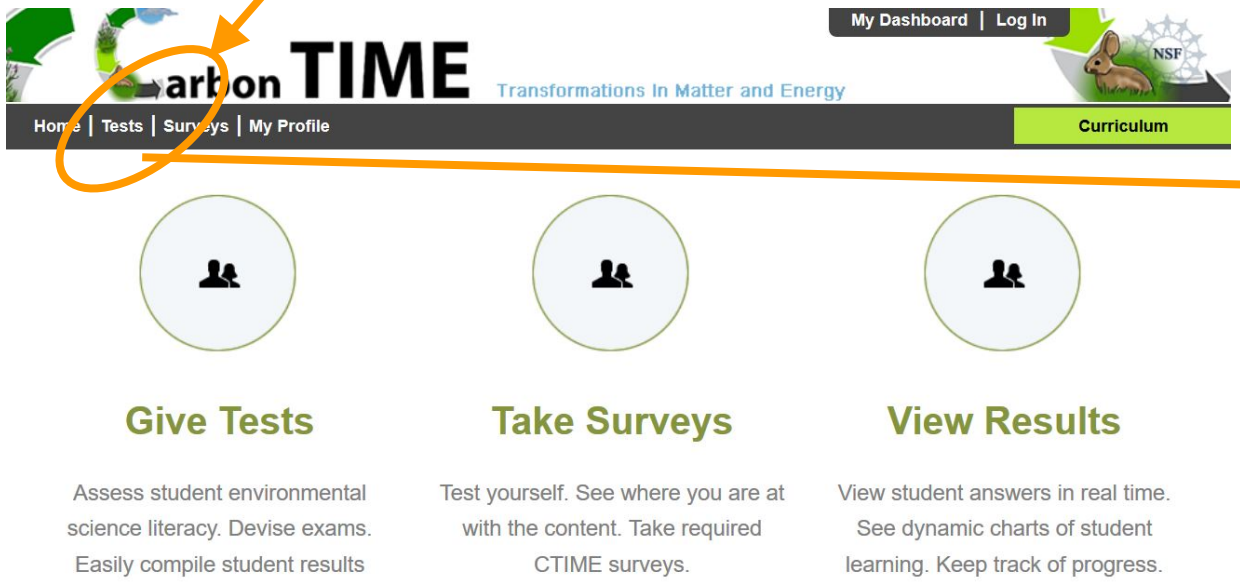
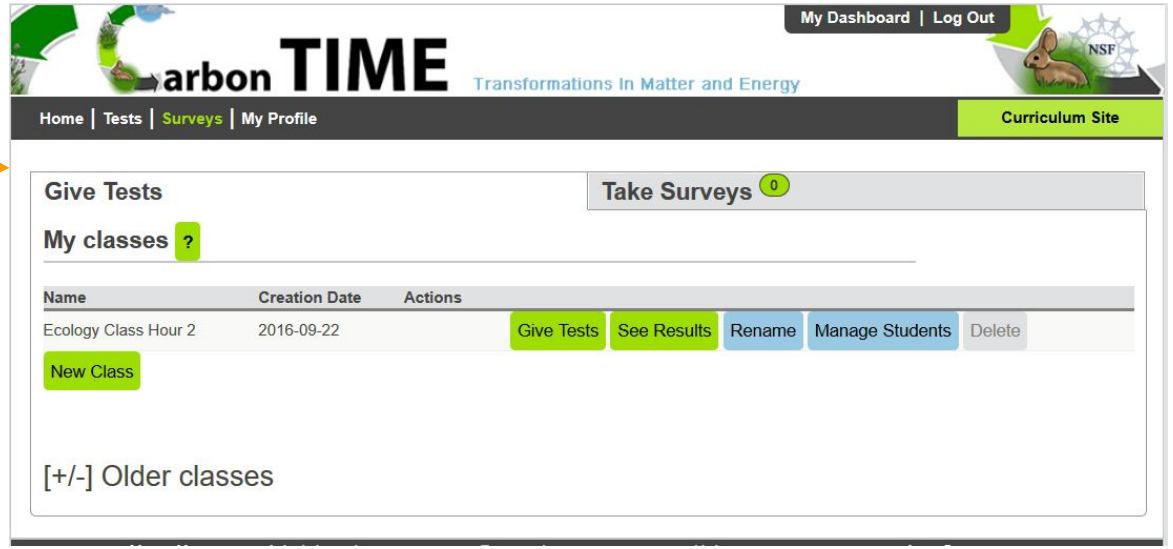
# Step 3: Go to teacher dashboard

Go to your Teacher Dashboard by clicking on “Tests” on the upper middle of your home page.

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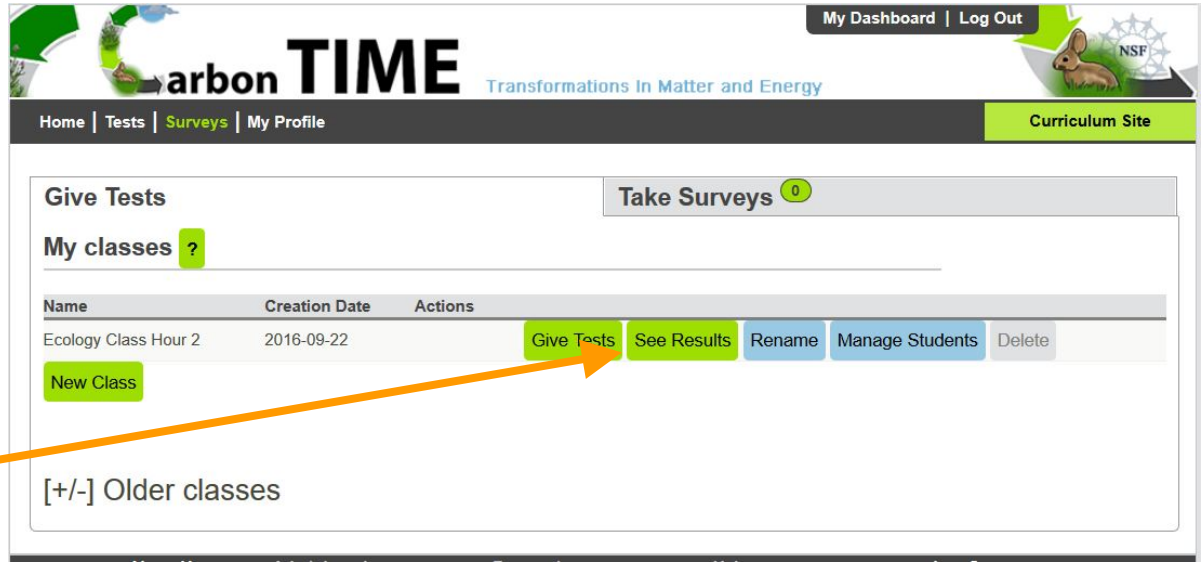
# Step 4: See Results from your Teacher Dashboard

From your Teacher Dashboard, you can click on the green ‘See Results’ button to view your students results. The button looks like this: See Results

And is located here:





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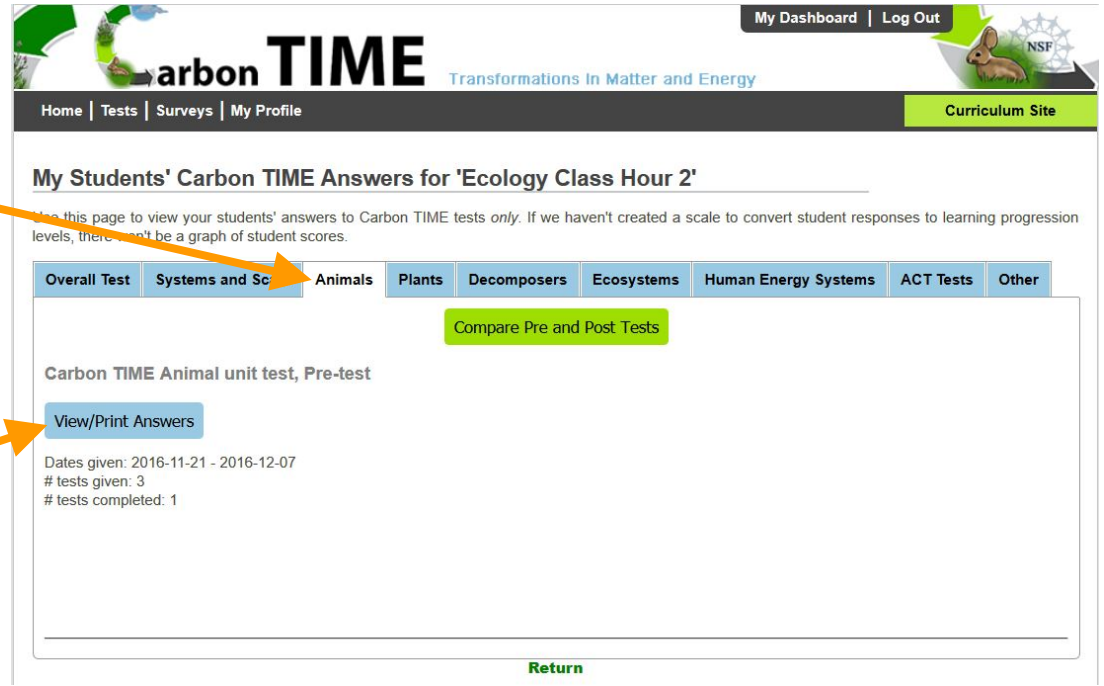
# Step 5: View Test Results for a CarbonTIME unit

Let's say you want to review test results for the Animals Unit. Click on the Animals tab here:

Then click on the View/Print Answers button here:

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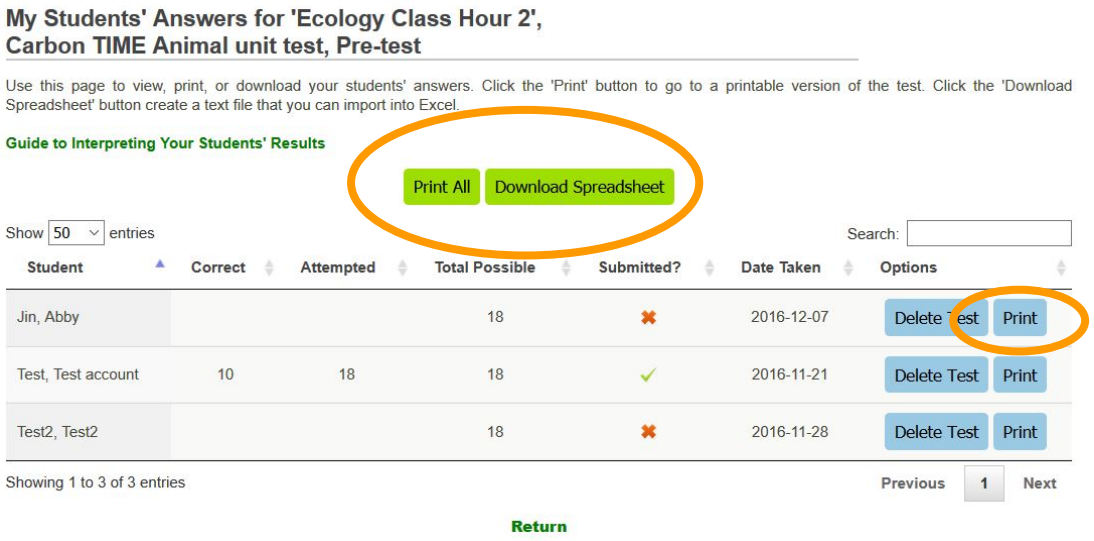
# Step 5 cont'd: View Test Results for a CarbonTime Unit

From the View/Print Answers screen you have three options:

1) Print All
2) Download Spreadsheet
3) Print just one students answers




Let's see what each of these buttons do.

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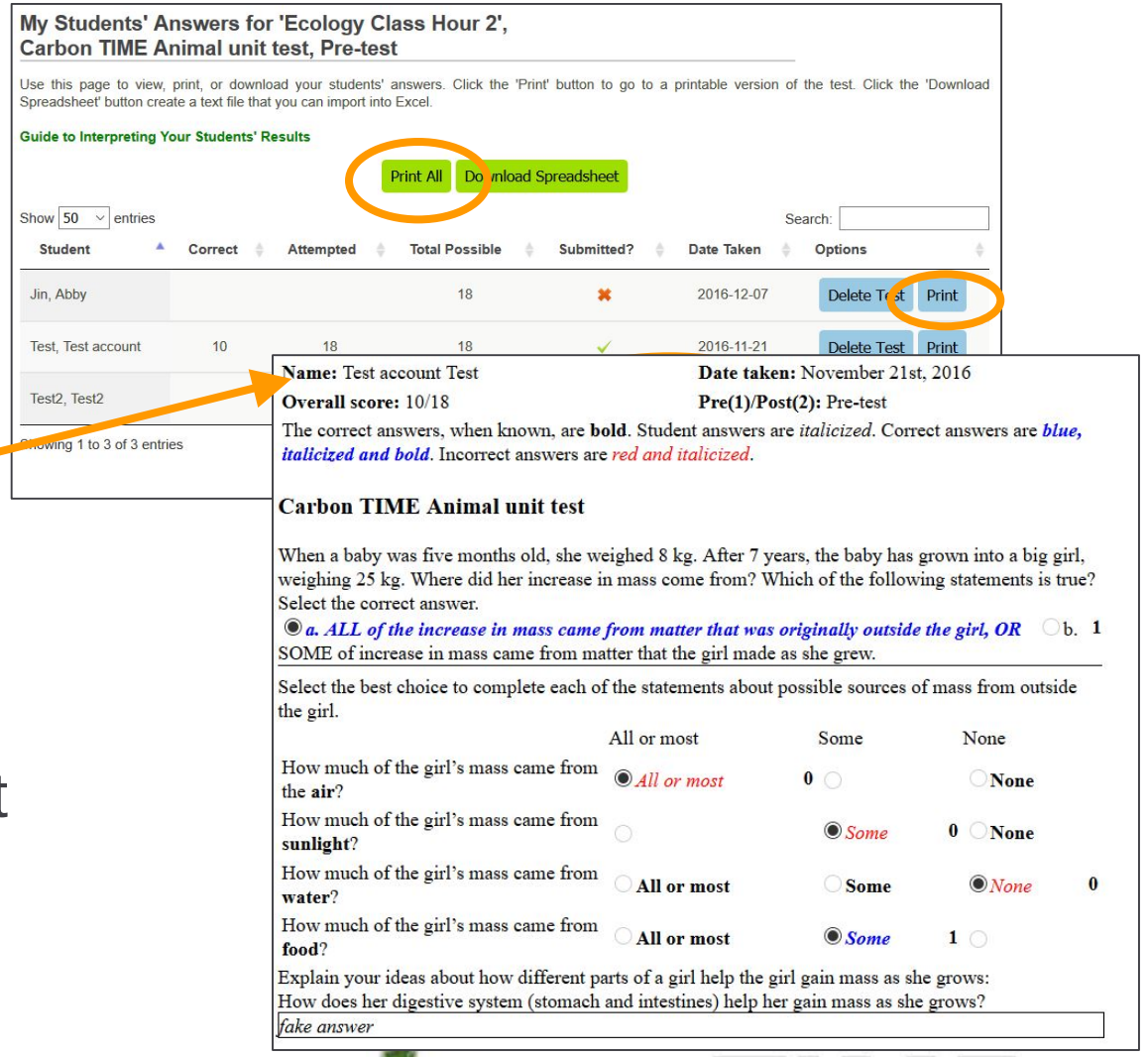
# Step 6: Print All and Print buttons

When you click on the Print All button, you get a ‘print out’ of all of the questions on the test, along with the students answers.

Here we see our Test Account student’s test and if you keep scrolling down the page you would see other students answers as well.

If you clicked on the Print button next to Test Account’s name, you would only get that student’s answers

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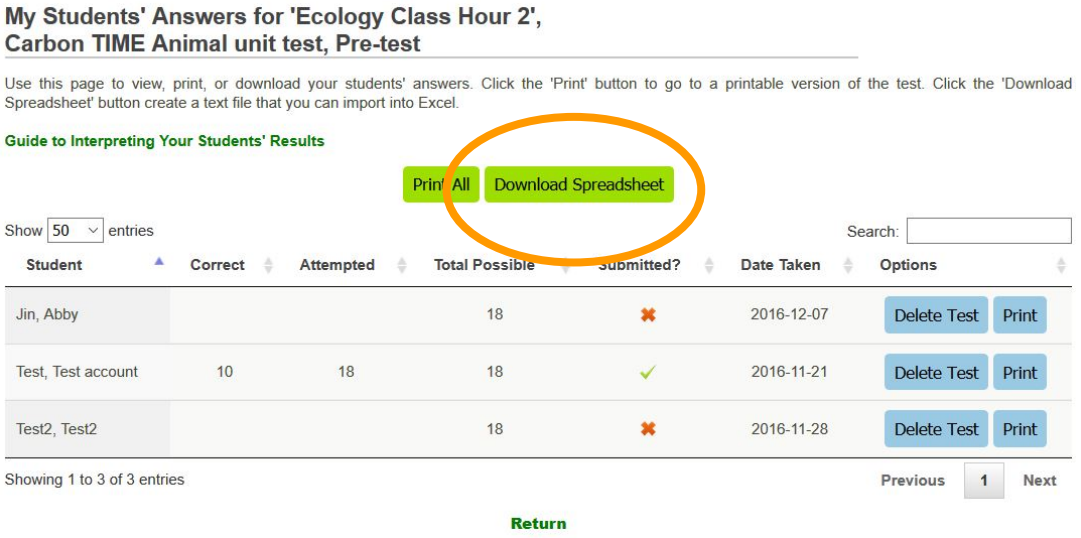
# Step 7: Download Spreadsheet

This time we'll click on the Download Spreadsheet button

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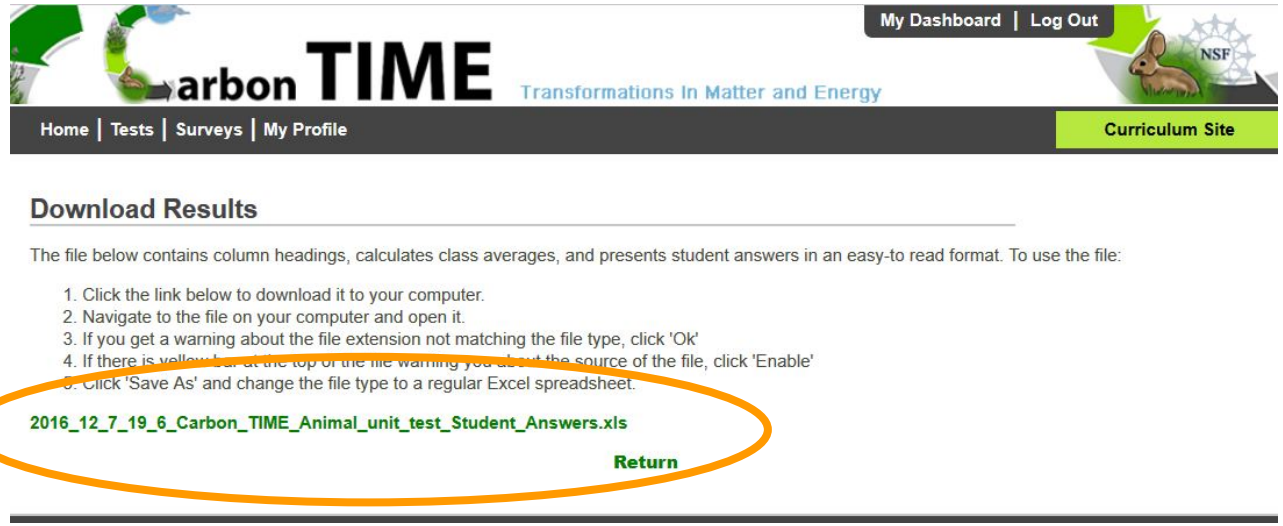
# Step 7 cont'd: Download spreadsheet

When you click on the Download Spreadsheet button you receive a file with the extension .xls that contains all of your student data and class averages.

Click this link and the file should automatically download.




**Click the link and the file should automatically download.**

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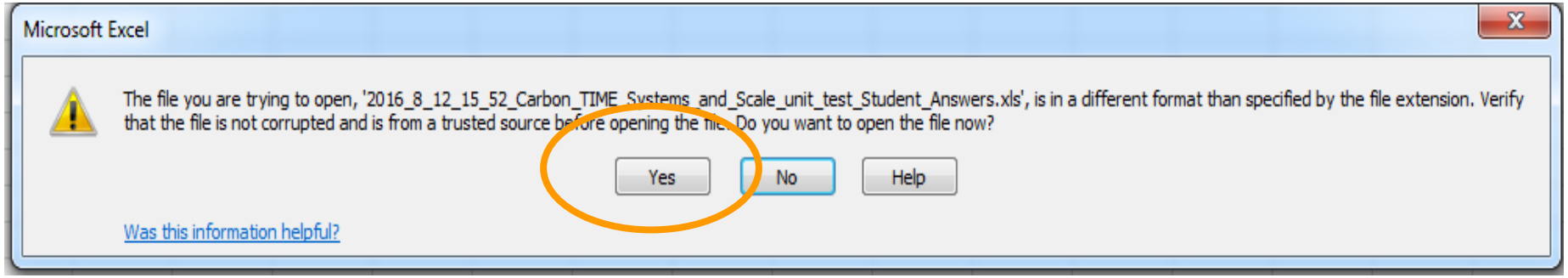
# Step 7 cont'd: Download Spreadsheet

Navigate to the location and double click the file to open it. You may get a warning about the file extension not matching the file type, click on "Yes" to continue.

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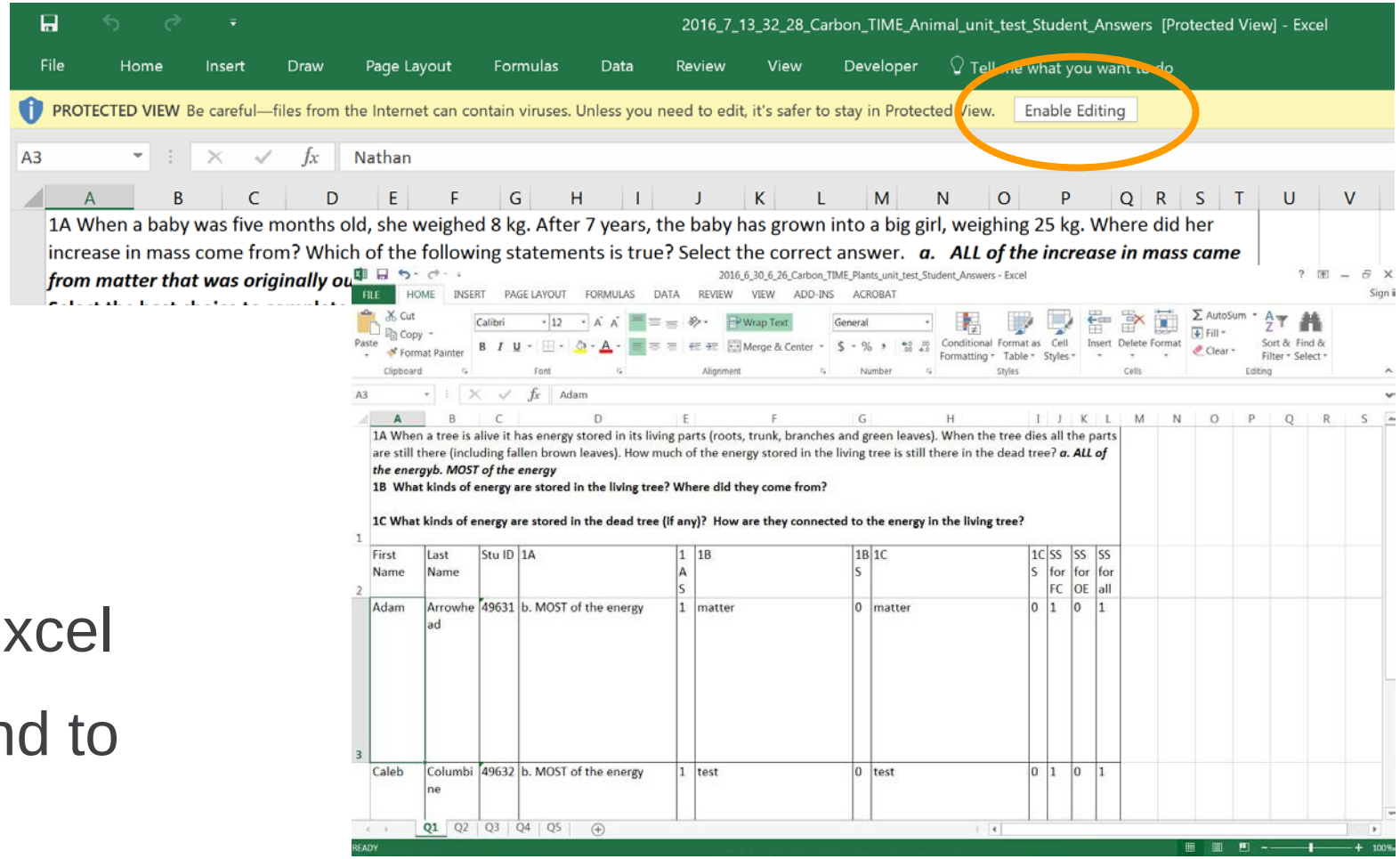
# Step 7 cont'd: Download Spreadsheet

Your virus software may block some features of the spreadsheet. Click "Enable" if it appears at the top of the spreadsheet.




Save the file as a regular Excel (.xlsx or .xls) file to gain full access to Excel features and to stop getting warnings.

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# Congratulations!

You have now learned how to locate and download your student test answers for analysis!

If you have any questions or concerns, please contact:

Tech support - msp.drk12@gmail.com

Carbon TIME project manager - envlit@msu.edu

Carbon TIME is developed and maintained by the Natural Resource Ecology Laboratory at Colorado State University.

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