Create a FastGrade Lesson

Use the *FastGrade* feature as a supplement to worksheets and other instructional materials you have in hardcopy. You can create a *FastGrade* answer key, distribute hard copies to the students, and have them respond for a quick grade.

When you create a *FastGrade* lesson, please have a hard copy of the course material with you, preferably one that has the correct answers indicated. You should make this *FastGrade* lesson before you present it to your students.

Create a *FastGrade* Lesson

1. Click the **Prepare>Lessons and Assessments** tab.

2. **Select the database name or lesson name** that you want to create a FastGrade lesson in.

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.

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

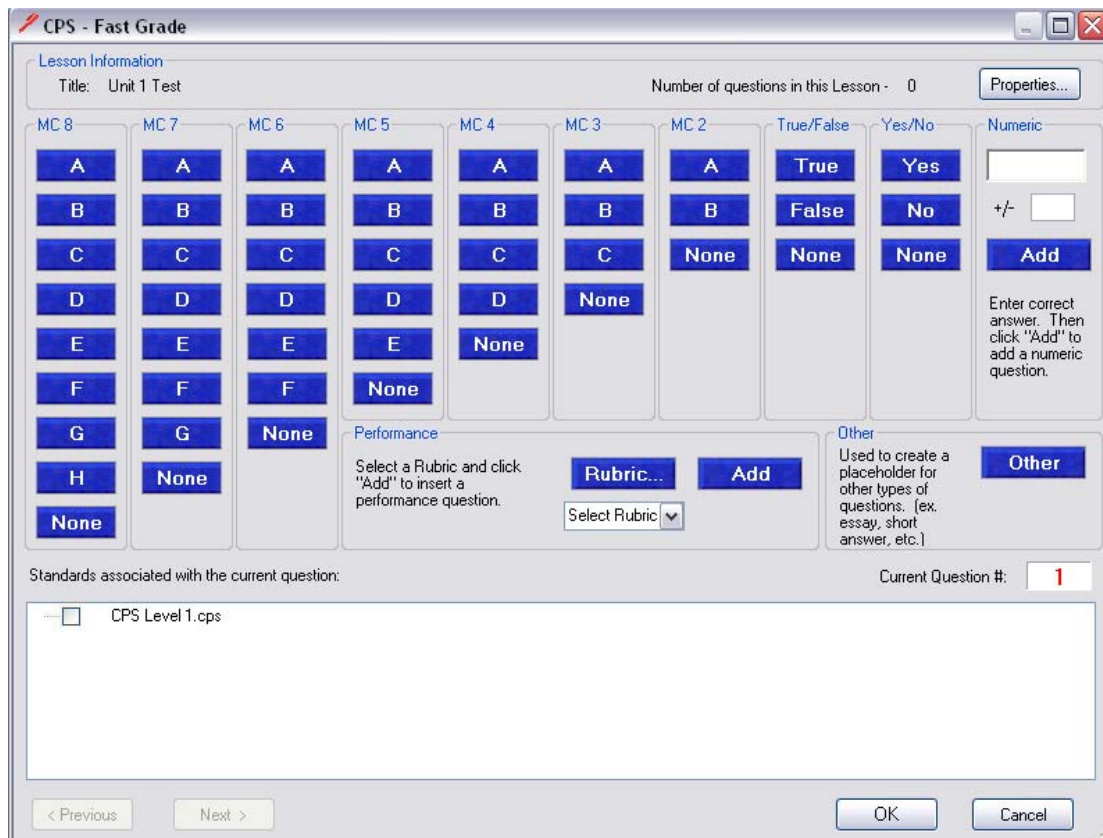6. Click **OK**.

The *FastGrade* window opens showing the following features:

- **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 a question.
- **Add:** Allows you to add a numeric question.
- **Other:** Allows you to create "placeholder" questions for essays, short answer, etc.

7. **Click the blue answer button** that corresponds with the question type and correct answer for each question.

8. **Repeat step 8** until you've entered every question into the CPS *FastGrade* window.

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