



MyCAERT 101: A Quick Guide to MyCAERT



1 CREATE A COURSE OUTLINE

1. Login to MyCAERT
 2. Click on the library you'd like & click submit
 3. Select which unit(s) you'd like & click submit
 4. Select which lesson(s) you want & click submit
 5. At the top, type in a course outline name & save
- Note:** All future assignments, quizzes, rosters connect to a course outline. You must save a course outline before you can complete those tasks. We do not recommend adding more than 80 lessons to a course outline.

2 ACCESS MATERIAL

1. Lesson Plans: Click on **Bold Red Title**
2. PowerPoints: Click "Download Powerpoint" 
3. E-Units: Click "Download E-Unit" 

Note: Check "My Community" for additional resources!

3 ADD STUDENTS

3. Manage all students under "MyStudents" tab
2. Click "Add Students - Bulk Email"
3. Paste students' emails and click Submit

Note: This will send your students a link to finish setting up their own account. You can also add students individually, under "Add Students."

4 CREATE A QUIZ

4. Click on "Create New Quiz" under MyQuizzes
2. Give your quiz a name and assign it to a course
3. Click Add New Quiz
4. To add questions, click "Add Questions by Course Outline" on the right hand side under "Quiz Links"
5. Click "Choose Lessons" on the right hand side, select which lesson(s) you want to pull questions from, and click submit
6. Now select from the list of questions. Once finished, click "Add Selected Questions to Quiz."
7. To share with students, make sure your quiz is active by clicking the "Activate" button in the top right.
8. To export the quiz to PDF or Word, click "Print Quiz/Answer Sheet" in the bottom right.

Note: You can add your own questions to quizzes as well. You can also edit or delete questions and quizzes at anytime, even after your students have viewed it.

QUESTIONS?

Contact Mindy Nichols at
mnichols@cuttingedgecurriculum.org
or (217) 446-0500