

# A quick guide to MyCAERT

*A simple guide on how to set up your account efficiently*

## 1. Create a course outline

The first step is to create a course outline. Nothing else can be done (assigning quizzes, e-units, etc) without doing this step.

- a. **Select the library:** Click the library you want to use – it will turn green. Click “submit” on the right side
- b. **Selecting units:** you can select individually or click “select all problem areas for this unit”. Once you’ve selected the ones you want, click “submit” on the right side. We suggest starting with 1 or 2 problem areas to prevent going over 80 lessons.
- c. **Save your course outline:** Now, select which lessons you would like to add to this course outline by checking the box next to the title or click the red bar at the top “Click to select all lessons below”

i. ***\*\*You can always add/delete these later\*\****

Once you select the lesson(s), name it at the top under “Save Selected Lessons to New Course Outline” – type in a course outline name and click “Save”

## 2. Access the material

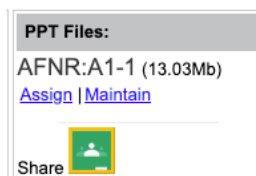
Now that you’ve saved your course outline, you can access it any time under the blue “My Courses” tab at the top.

- a. The **lesson plan** (for you) is the **red header** at the top of every section (see below) – click to open

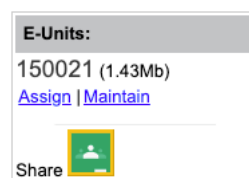


- b. The **PowerPoint** (for you and the students) is in the third column under “PPT Files:” and listed with the library acronym and lesson number (see example below) – click to download

i. ***\*\*Once downloaded, you can personalize, but please don’t share outside your classroom\*\****



- c. The **E-units** (for the students) are in the last column listed as a number (see example below)



### 3. Adding students

You can add students directly to MyCAERT, so they can login, take quizzes and complete assigned tasks.

- a. Under the “My Students” tab on the right side at the top, click “**Add Students – Bulk Email.**” This is the easiest way to add students.
- b. Copy over their emails from an online roster and click “Submit” on the right side
  - i. They will get an email with a random username and password
  - ii. Tell them to login with that info and click “Edit Profile” at the top
  - iii. They’ll enter their first name, last name and grade
  - iv. **\*\*Have them reset their password!** Sometimes it’s easier to make all passwords the same or have them use a password they will remember.
  - v. **If you use Google Classroom,** have them enter their Google email and check the box that says “Enable Google Single Sign-On”
- c. **Assign them to a course:** Once the students are added, click on “Manage Course Rosters” under the My Students tab
- d. Select the course you want to edit
- e. Select the students you want to add and click “add”
- f. Once finished, click “Save Changes to Course Roster” on the right side

### 4. Creating a quiz

Now that you’ve added students, hover over the “My Quizzes” tab in the center top.

- a. Click **Create New Quiz**
- b. **Name it and assign it to a course**
- c. The rest of the options are default – hover over the “i” on the left for more information
- d. Once you’ve selected all the options you want, click “Add New Quiz” at the bottom
- e. **Add questions:** The quickest/easiest way to add questions is to sort by course outline – Click “Add Questions by Course Outline” on the right side
- f. Select which lesson(s) you want this quiz to cover
  - i. **\*\*Keep in mind, there are 5-15 multiple choice questions per lesson\*\***  
Once finished, click “Submit” at the bottom
- g. Now you’ll see a list of questions, you can select them individually or click “select all.” Once finished, click “Add Selected Questions to Quiz” at the top or bottom.
- h. Your quiz is now complete! To share with students, make sure the quiz is active by clicking the button at the top right: “This Quiz is Inactive – Click to Activate”

- i. **\*\*You can always come back and edit, add, or delete questions later\*\***

This was a quick guide to the 4 main actions you can do with MyCAERT. There are many other features and tricks you can utilize.

For more information or helpful tips, contact  
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