Student Help HM

Table Of Contents

Signing In 1
- Entering your username and password 1
- Forgotten Username 1
- Forgotten Password 2

Your Home Page 4
- Bookmarking 4
- Main Navigation 4

Signing Out 6
- How to sign out 6

Account Lock out 7
- If you cannot sign in 7

Tests 8
- Types of tests 8
  - Paper tests 8
  - Online tests 8
- When can I take tests? 8
  - Current Tests 8
  - Future Tests 8
  - Closed Tests 8
- Offline or Paper Tests 8
  - Taking a Test on Paper 8
  - How to answer each question 9
  - Finishing the Test 11
- Online Tests 11
  - Taking a Test Online 11
  - Answering questions 12
  - Reviewing your answers 14
  - Pausing the Timer 14
  - Quitting the Test 15
  - Finishing/Grading the Test 15
  - Taking a Test Again 15

Your Scores 16
- Your Scores 16
- Viewing your Scores 16
  - Viewing Detailed Results 17

Assignments 18
- Types of assignments 18
- When can I complete assignments? 18

Index 19

Signing In

Entering your username and password

To sign in to the HM Online, you must go to your district's website and use the username and password that was given to you by a teacher (unless you have already changed it).

To sign in:

1. Go to your district-specific website.

2. Enter your **Username**.

3. Enter your **Password**.

   NOTE: Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.

4. Click the **Sign In** button.

If you do not know your district's website, or your **username** and **password**, ask your teacher for help.

You can also use one of the following links to find your account information:
Forgot your username? and
Forgot your Password?

NOTE: If you go to this website at another computer without your district's URL, you must provide your **District ID Number**. Your teacher can give you the District ID number.

TIP: It is a good idea to bookmark your district-specific URL/website on all computers you use.

Forgotten Username

If you forget your username, you can find it by clicking the Forgot your username? link. Or, you can ask your teacher for help.

To find a forgotten username:

1. Click the Forgot your username? link.

2. Answer the question: **Are you a student?**

3. Select the **Yes** button, and then click **Continue**.

4. Enter your ***First Name**, Middle Initial, ***Last Name**, ***Birth Date** and ***Grade**. Be sure you fill in all fields marked with an asterisk (*)

5. Click Continue.

6. Next, choose your school from the list and click Continue.

7. If there is a match (or several matches), your username will be shown. Choose the correct username and then return to the Sign In page to try signing in again.

If no match is found, please see your teacher for help.

If you now have your username but still can't remember your password, see the Forgotten Password section for more help.

NOTE: Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.

Forgotten Password

If you forget your password, you can create a new one by clicking on the Forgot your password? link.

To reset your password:

1. Click the Forgot your password? link.
2. Enter your **username** and click **Continue**.
3. Answer your **Secret Question** by typing your **Secret Answer** and then click **Continue**.

   NOTE: If you have not set your **Secret Question** and **Secret Answer**, you will not be able to reset your password. Ask your teacher to reset your password.

4. On the next screen, enter your **New Password** and repeat it in the **Confirm Password** field. Passwords must be at least 6 characters in length with no special characters or spacing. Passwords are not case-sensitive.
5. Click **Submit**.

NOTES:

- If you try unsuccessfully to enter your **Secret Answer** 3 times, your account will be temporarily locked out for 30 minutes, for security reasons. At that point,

contact your teacher, who can also reset your password and unlock your account. Otherwise, you can try again after 30 minutes.

- Both your **username** and **password** are case-sensitive, so be sure that your capitalization is correct.

Your Home Page

Bookmarking

The HM Online website address given to you by your teacher is especially for your district or school. This is the website address that you should use to sign in.

Create a bookmark for this address so it's always easy to sign in:

1. Go to the Favorites (Internet Explorer®) or Bookmarks (Mozilla® Firefox® or Safari™) section of your browser.
2. Click Add to Favorites (Internet Explorer) or Bookmark This Page (Firefox/Safari).

TIP: It is a good idea to bookmark your school district's URL/website on the computers you use. If you use this website at another computer without your district's URL, you will be asked for District ID Number. To get your District ID Number, ask your teacher.

Main Navigation

On your Home page, you can:

- **See tests you can take now**
- **See your current assignments**
- **See your scores from recent tests**
- **View and Edit your Profile**
- **Access Help**
- **Sign Out**

Use the main navigation tabs to:

- Go to Tests (Current, Future, and Closed)
- Go to Assignments

Use the links at the top of the page to:

- View & Edit your Profile
- Get Help
- Sign Out

Each time you sign in, HM Online will show you:

- Any tests you can take now
- Any assignments that you can complete now

TIP: If you want to see all your tests click on the **All My Tests** button. To see all your assignments, click on the **All My Assignments** button. If you want to see all your scores, click on the **All My Scores** button.

TIP: When you see this symbol, it means that a test or assignment is due soon.

Signing Out

How to sign out

To sign out, simply click the **Sign Out** link at the top of the screen. You will be signed out automatically after a while if you don't click on anything.

TIP: Be sure to sign out of HM Online when you finish working to protect your information.

Account Lock out

If you cannot sign in

If you try to sign in more than 3 times with the incorrect username and/or password, you will get an error message on the 4th try. It will ask you to contact your teacher to reset your account.

Tests

Types of tests

There are two types of tests that you may take: paper tests and online tests. It’s up to your teacher to decide how to give the test.

Paper tests

A paper test, or offline test, is given almost like you normally take tests. You’ll be given the test and also another answer sheet, sometimes called a bubble sheet, where you'll mark your answers.

Online tests

An online test is given on the computer. When you take an online test, you sit at an Internet-connected computer and answer the questions one at a time. When you are finished, the HM Online will grade your test.

When can I take tests?

Current Tests

Current tests are tests you can take right now. Your teacher sets the dates (and possibly times) for the test. If a test is in the **Current** tab, you may take it now. Be sure to double-check with your teacher, especially if it is a paper test.

Future Tests

Future tests are tests that are coming up. Your teacher sets the dates for the test. Clicking on the **Future** tab can tell you when you have an upcoming test, so you can prepare.

Closed Tests

Closed tests are tests you can no longer take because the date set by your teacher has passed, or because you’ve already taken the test. Clicking on the **Closed** tab shows you all your old tests, and in some cases, your score and other information about those tests.

Offline or Paper Tests

Taking a Test on Paper

Before you begin

A paper test given with the HM Online is like most of the tests you take. Your teacher will have all the materials you need to take the test.

TIP: Be sure to have at least one sharpened #2 pencil with you on the day of the test.

When it's time to begin, your teacher will give you:

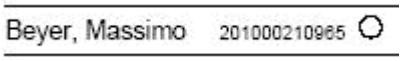
- The test
- The special answer sheet (bubble sheet)

Listen to your teacher for instructions on taking the test. Some tests may have questions that require you to do some writing. Make sure you know where these answers should be written. Your teacher may tell you to write the answers on your answer sheet or on a separate sheet of paper. You will have to turn in all paper at the end of the test.

Entering your name

Follow the steps below to enter your name on the answer sheet:

1. Look closely at the special answer sheet.
2. Find your name and/or student ID number along the left-hand side of the answer sheet
3. Fill in the bubble next to your name and/or student ID.



NOTES:

- If you *only* see student ID numbers, and cannot remember your student ID, see your teacher.
- If you do not see your name or student ID, then see your teacher. She can add you to her class and print a new answer sheet for you.

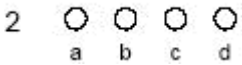
How to answer each question

Tests can have different kinds of questions. Each question should be answered in a certain way to make sure that it's scored correctly.

See below for more information on how to answer each question.

Multiple Choice Questions

Look at the test and read the entire question thoroughly. Determine the correct answer. Note the letter of the correct answer. Fill in the bubble next to the correct letter.



TIP: Make sure you fill in the entire bubble completely.

Fill In Questions

Look at the test and read the question carefully. Now, write your answer on the line next to the question number. Be sure you put your answer next to the right question number.

[ ] 4 _____

TIP: Don't put anything in the square box next to the question number. That's for your teacher to use.

Essay Questions

When a test has an essay question, make sure you think through your answer before you begin writing. Also, be sure you know if your teacher wants you to write your answer on the back of the test, or on a separate sheet of paper.

TIP: You should not write in any section of your answer sheet labeled:

TEACHER USE ONLY

True/False Questions

Read the question completely. If the statement is True, then fill in the bubble next to T. If the statement is False, then fill in the bubble next to F.

Modified True/False Questions

Read the question completely. If the statement is True, then write the word True or the letter **T** on your answer sheet. You can move to the next question.

If the statement is False, then write the word False or the letter **F** on your answer sheet. Then, write the words that would make the false statement true. For example, if the statement on the test was:

Abraham Lincoln was the 1st President of the United. States.

[ ] 4 False/George Washington

Matching Questions

Your test may have different kinds of matching questions. In some cases, you'll need to answer the question on your test or on a separate piece of paper. Be sure to ask your teacher for instructions.

Some matching questions can be answered just like multiple choice questions. Look at the question and all the possible answers. Each possible answer has a letter next to it. When you know the answer, fill in the bubble next to the letter.

Tip: Be sure to fill in the circle completely.

Finishing the Test

When you have completed the test, double check that you've filled in the bubble next to your name and that you've answered each question. If you answered any questions either on the test itself or on a separate piece of paper, make sure that the piece of paper also has your name on it.

Your teacher will give you any other instructions about the papers you need to hand in.

Online Tests

Taking a Test Online

Before you begin

An online test given with the HM Online lets you take a test on any Internet-connected computer.

Your teacher will schedule the test and set the dates and times when you can take the test. Listen to your teacher for specific instructions about the test.

TIP: Do not start the test until your teacher tells you and/or until you know you'll have enough time at the computer to finish it. If you don't click anything on the computer for 10 minutes, you will be automatically signed out.

Some tests may have questions that require you to do some writing. The computer will let you type in your writing, and you can even enter special characters, like **ñ** and math symbols like ≠.

Moving around the test

Once you begin taking a test, there are several buttons you can click. Listed below is a description of each button and what it does.

	Goes to the next question in the test. If you already answered this question, your current answer will be shown.

Next >	
< Back	Goes to the previous question in the test. If you already answered this question, your current answer will be shown.
Finish Test	Takes you to the end of the test. You will be able to review your answers before you submit the test for grading.
Review Answers	Takes you to a page where you can see a list of all the questions in the test, and the questions you've answered.
Pause Timer	Not available for all tests. If your teacher made this a timed test, you can click this button to temporarily pause the timer. The timer, if available, is shown in the bottom with the other buttons..
Quit	Quits the test and submits it for scoring. **Be careful** when using this button because your test will be submitted immediately, even if you didn't answer all the questions.
Grade This Test	When you are on the Review Answers page, or when you've reached the final question, click this button to submit your test for scoring.

Starting the Test

When you are ready to start the test, follow the steps below:

1. From your home page or the **Tests** tab, find the assignment and click the name of the assignment.
2. Read about the details of the assignment, such as the number of questions, how many times you can take the test, and if the test is timed. This can help you be prepared for the test.
3. Click the **Take Test** button.

TIP: Never use your browser's back button to move through the test.

NOTE:

- If you see a **Take Test Again** button, it means that your teacher let you have multiple tries on this test.
- If you see a **Continue Test** button, it means that your test was interrupted (for example, if the computer crashed in the middle of the test). You can pick up where you left off and finish the test.

Answering questions

Tests can have different kinds of questions. Each question should be answered in a certain way to make sure that it's scored correctly.

See below for more information on how to answer each question.

TIP: Some questions have images (maps, charts, cartoons, pictures, etc.) that go along with one or more questions. The focus of the page is on the question text, so this may mean that you will need to scroll up to see the image that goes with the question.

Multiple Choice Questions

Read the entire question thoroughly. Choose the correct answer.

Fill-in Questions

After you read the question, type your answer the box provided. Use the toolbar below to help you:

Click the button to bring up a special window that shows you special characters. You can insert a special character if you are answering a question in another language, for example.

Click the button to bring up a special window that allows you to enter math symbols and equations. See the Help section in that window for more help.

Essay Questions

After you read the question, type your answer the box provided. Use the toolbar below to help you:

Click the button to bring up a special window that shows you special characters. You can insert a special character if you are answering a question in another language, for example.

Click the button to bring up a special window that allows you to enter math symbols and equations. See the Help section in that window for more help.

True/False Questions

When you see a True/False question, decide whether the statement is true and choose the appropriate button.

Modified True/False Questions

When you see a True/False question, decide whether the statement is true and choose the appropriate button. If the statement is false, you need to type in the box below the words or phrase that would make the statement true.

Matching Questions

On a matching question, you need to look at the items on the top, with the choices on the bottom. For each item, choose the letter that correctly answers the question.

Reviewing your answers

At any time during the test, you can click the **Review Answers** button see which questions you have answered and which you have skipped on the test. Use this page when you want to make sure that you've answered all questions on the test.

For each question number, you'll see whether you've answered or skipped the question. You can also see how many points the question is worth. For some question types, if you answered the question, your answer is shown.

You can click on a question number to jump to that specific question. Or, if you want to go back to where you left off on the test, click the **Back** button.

Click the **Grade this Test** button if you're ready to submit your test for scoring.

Pausing the Timer

Not all tests are timed tests. Your teacher decides whether the test will be timed or not. If it is not a timed test, then you won't see any information about pausing the timer, or about how much time is left.

If the test is timed, then you can use the **Pause Timer** button to temporarily stop the timer. But, if you don't click anything for 10 minutes, you will automatically be signed out.

If the timer runs out while you are still taking the test, your test will be immediately sent for scoring. Any unanswered questions will be scored as incorrect.

Quitting the Test

If you choose to quit the test, you can click the **Quit** button. Be careful about choosing this option. In a sense, you are turning in an incomplete test. Any unanswered questions will be graded as incorrect. If you click this button, you'll see a warning message first. Click **Cancel** to continue taking the test.

Finishing/Grading the Test

When you reach the last question in the test, you will be taken to the Review Answers screen. Double-check that you've answered all questions. When you are sure you're finished, click the **Grade This Test** button to score all your answers.

In some cases, your teacher will need to grade your answers (for example, if the question is an essay question).

Taking a Test Again

Sometimes, your teacher may let you have multiple "tries" on a test. If so, he or she will also decide which score will count. If you can take a test multiple times, then the test will remain on the **Current** test tab. You can see how many times you've taken the test and how many more times you can take the test by looking at the Tries Left column.

Your Scores

Your Scores

Once you finish taking a test, either on paper or online, your test is scanned or submitted for scoring. Your teacher decides whether or not to show your scores to you. Sometimes, your teacher will need to do some grading (for example, when there is an essay question on the test).

Viewing your Scores

The easiest way to see a score on a test is to find the test and click on its name. Most times, a test you've taken will be in the **Closed** tab of your Tests area. Sometimes, the test may still be on the **Current** tab if it's still available for other students to take. Once you find your test, click on its name.

On this page, you can see a quick summary of how you did on all your previous tests. The results column will show you:

Results Column says:	What it Means:
Taken	You took the test, but the test isn't finished scoring yet.
Not taken	You never took this test.
See teacher for score	Your teacher will provide you with your score.
45/50 (90%) or something similar	This shows you that you received 45 out of a total possible 50 points, or a 90%.

If you see a score in the Results column, click on the name of the test. Depending on how your teacher set up the assignment, you may be able to see even more information about the test.

If so, on this page, you'll see more information about this test.

Class/Teacher

Tells you the class and teacher who assigned the test.

Closed Date

Tells you when this test closed, meaning no one can take it anymore.

Test Type

This shows whether the teacher gave the test online using the computer or on paper with bubble sheets.

Questions

This tells you how many questions were on the test.

Points Possible

The total number of points for this test is shown here.

Tries Possible

Your teacher may have allowed multiple tries on the test. This shows how many tries were possible.

Score that Counts

If your teacher let you have more than one try on the test, she decided which will be the score that counts. That information will show here.

If you had multiple tries, you may see information about each of the times you took the test.

Viewing Detailed Results

Your teacher may also let you see even more details about each question on the test and how you did. If so, you may see a screen like this:

Question	Accuracy	Points Earned/ Points Possible	Your Answer	Correct Answer
1	✔	1/1	see question details	n/a
2	✔	1/1	see question details	n/a
3	✘	0/1	b	d
4	⊘	0/1	skipped	a
5	✔	1/1	b	b

On this screen you can see information about each question. You can tell whether you got the question correct, incorrect, partial credit, or if you skipped the question. The key tells you what each symbol means. And, you can even click on the question number to see the question.

Assignments

Types of assignments

Your teacher may give you assignments to complete using the HM Online system. She may just print out an assignment for you to complete and give it to you during class time. But, she may also deliver the assignment right to your home page.

Sign in to HM Online to see if you have any assignments waiting for you from your teacher.

If so, you can click on the name of the assignment to see what it contains. In all cases, you will see on screen a summary of how you did on a previous test and a list of activities to do.

There may be some activities that require you to ask your teacher for the materials. It may be that she needs to give you a CD-ROM or audio program, or a different kind of paper activity.

When can I complete assignments?

When your teacher gives you an online assignment, she sets the start and end dates. Be sure to pay close attention to the end date. Once that date passes, you won’t be able to see the assignment any more. Complete the work by the end date and see your teacher if you have any questions.

Index

A
Answering
questions 12
Answering 9, 12, 14
B
Bookmarking..... 4
C
Closed Tests 8
Complete assignments 18
Current Tests 8
D
Detailed Results
Viewing..... 17
Detailed Results 17
District ID 1
District-specific URL..... 1, 4
E
Essay Questions 9, 12
F
Fill In Questions..... 9, 12
Finishing/Grading 15
Forgotten Password..... 1, 2
Forgotten username..... 1
Future Tests..... 8
G
Grade This Test button..... 15
H
Home..... 4
M
Main Navigation 4
Matching Questions 9, 12
Multiple Choice Questions 9, 12
O
Offline 8
Online..... 8, 11, 16, 18
P
Paper 8
Pause Timer 14
Points Possible 16
Q
Questions
Answering..... 12
Questions..... 9, 12
Quit 15
R
Results..... 16
Reviewing Answers 14
S
Secret Answer 2
Secret Question 2
Sign In..... 1
Sign Out 4, 6
Starting a Test 11
T
Take Test..... 11
Take Test Again..... 11
Test
Finishing 11
Finishing/Grading 15
Quitting 15
Starting..... 11
Taking 8
Types..... 8
Test..... 4, 8, 11, 15, 16
Test Type 16
Timer..... 14
Tries 15
True/False Questions 9, 12