



RADREVIEW

RadReview™ Instructor User Guide

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RadReview User Types

Welcome to RadReview! To get started, please take a moment to familiarize yourself with the different RadReview User Types and their primary functions:

ADMIN ACCOUNT

The institutional admin account is created when your institution subscribes to RadReview; login details are provided in the welcome letter. Your institution may update the username, password, and the email address associated with the account at any time.

- **Primary Functions (*can only be done from Admin Account*)**
 - View all registered users associated with the institution's account
 - Create instructor accounts
 - Run usage reports (number of logins) across the institution
 - Run content reports across the institution (questions answered, assessments submitted, quizzes attempted, lessons completed, top five content categories)
- **Secondary Uses (*can also be done from Instructor Account*)**
 - Create class sections and student accounts
 - Deactivate class sections or student accounts
 - Move students to different class sections if needed

INSTRUCTOR ACCOUNT

The admin must create the instructor accounts for instructors at your institution. Once set up, instructors can:

- Create class sections and create student accounts/add students to class section
- Move students to different class sections if needed
- Create/distribute custom assignments with access to the separate RadReview Instructor Question Bank, view assignment results, and send feedback directly to students
- Review data in the Instructor Reports: Performance, Engagement, and Mastery Report

STUDENT ACCOUNT

Depending on your institution's type of access, students may create their own accounts if within IP range, or instructors may create their accounts when setting up their class. Students can:

- Create custom quizzes or take randomized quizzes
- Take assignments assigned by the instructor and the RadReview Mock Exam
- Read a digital version of D.A. Saia's book *Radiography PREP* in a modular format
- Review data in the Student Reports: Quiz Performance, Skill, and Mastery Report

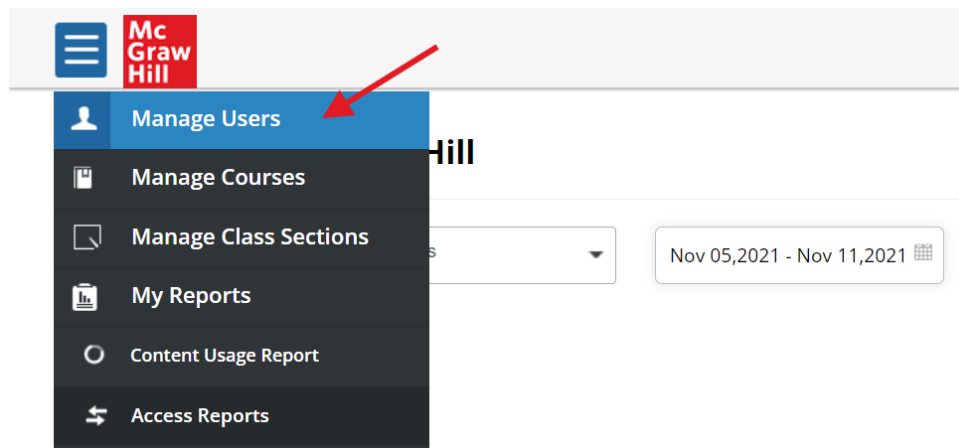
Getting Started: Instructor Account

A. Set Up Instructor Accounts (One at a Time)

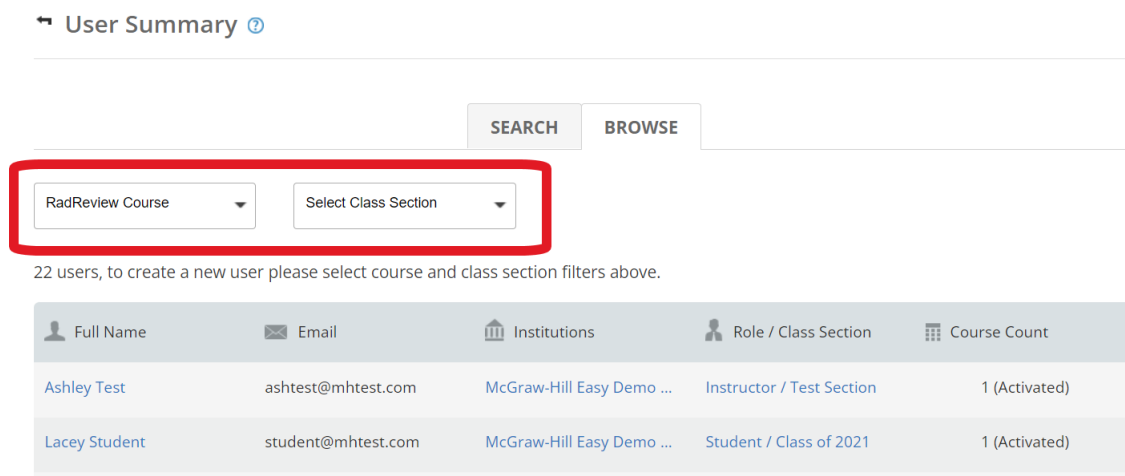
Please Note: Instructor accounts must be set up by the institutional admin. Instructors cannot create their own accounts. This section covers how to use the admin account to create instructor accounts. For more information on using the admin account, please consult the RadReview Admin User Guide.

Instructor accounts must be set up by the institutional admin.

1. Navigate to <https://radreviewmhe.com/> and sign in as the **institutional admin**.
2. From the dropdown menu on the top left, choose **"Manage Users"**.



3. Toggle to **"BROWSE"** and select the appropriate course (RadReview Course) and class section. (Note: Instructor will be able to create their own new class sections later).



4. Click on “+New user”

← User Summary ⓘ

SEARCH BROWSE

RadReview Course Class of 2021


5 users + Import Instructors + Import Students **+ New user**

Full Name	Email	Institutions	Role / Class Section	Course Count
Lacey Student	student@mhtest.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)
Test student	teststudent@t1.com	McGraw-Hill Easy Demo ...	Student / Class of 2021	1 (Activated)

5. Enter the required information and designate that the user is an **Instructor** in the “**ROLE**” field, then click “**SAVE**”. You will need to provide your instructors with their login information, they can change their password once they log in.

6. There can only be one account per username in the system- if you see an error message when trying to create an account, please contact Customer Success for help (customersuccess@mheducation.com).

← Create user



Full name:

Email address: (Login ID)

Password:

Confirm password:

Role: **Instructor**

Course Name:

Class Section:

Cancel **Save**

B. Set Up Instructor Accounts (Bulk Import)

1. Follow steps 1-3 in the previous section. Once you get to the User Summary page, click on **“Download Students/Instructors Template”** to download the CSV file to use for bulk import.

➤ User Summary ⓘ

SEARCH BROWSE

RadReview Course Class of 2021

1 user [+ Import Instructors](#) [+ Import Students](#) [+ New user](#)

Full Name	Email	Institutions	Role / Class Section	Course Count
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / Class of 2021	1 (Activated)

[Download Students/Instructors Template](#)

2. Open the CSV file. Enter the appropriate information into each column. The instructors' email addresses will become their usernames. You may set a generic password at this time (instructors will be able to change it later). Save the CSV file.

AutoSave Off

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment

	A	B	C	D	E	F	G
1	FirstName Last	Email	Password				
2	InstructorTest1	instructor1@test.com	radreview				
3	InstructorTest2	instructor2@test.com	radreview				
4							
5							
6							
7							
8							
9							

3. Back on the User Summary page, click “+Import Instructors” and upload the CSV file.

☰ User Summary ?

SEARCH BROWSE

RadReview Course Class of 2021

1 user **+ Import Instructors** + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
Instructor One	instructor1@snapwiz.com	McGraw-Hill Easy Demo ...	Instructor / Class of 2021	1 (Activated)

[Download Students/Instructors Template](#)

4. The yellow ribbon at the top will let you know the selected file is valid. Click on “GO” to import the file.

Selected file is valid. Click on GO button to import user(s). X

☰ User Summary ?

SEARCH BROWSE

RadReview Course Class of 2021 Import_template.csv **Go**

1 user + Import Instructors + Import Students + New user

Full Name	Email	Institutions	Role / Class Section	Course Count
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5. You have now created the instructors’ accounts. Let instructors know their username (email address you inputted in the CSV file) and password. They may change their password once they log into their instructor account.

C. Password Reset

Once the admin has created your instructor account you may sign in and start using RadReview. The Admin will have set a generic password for you.

1. **If you know your existing password**, navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. Click the profile icon in the bottom left corner of your instructor dashboard to open your account settings.

3. Click on **“CHANGE PASSWORD”** and enter in your new password. Retype your new password to confirm and then click **“SAVE”**. Your password has now been reset.

4. **If you do not know your existing password**, go to <https://www.radreviewmhe.com/> and select “Sign In” from the top right corner.
5. On the sign in screen, click the “I forgot my password” link.
6. Enter the email address associated with your account, and you will receive an email with instructions for resetting your password

McGraw Hill RADREVIEW™ SIGN UP

Sign In

Email / Username:

Password:

Remember me

LOGIN

[I forgot my Password](#)

Do you need to purchase an individual subscription? [CLICK HERE](#)

D. Instructor Dashboard

When you log in to your instructor account, you will see your Instructor Dashboard, which has the following options.

1. Main Menu: Click on the arrow to expand.
2. Current class section (top right)
3. Number of students in class (with hyperlink to class list)
4. Number of questions answered in last 90 days
5. Assignment status (with hyperlink to assignment status page)
6. Practice performance and Assignment performance
7. Most Challenging Topics table
 - a. Class section performance for each major exam category
 - b. Sort by strongest performance to weakest or weakest to strongest

The screenshot shows the RadReview Instructor Dashboard for a course titled "RadReview Course (Change)". The interface includes a sidebar menu, a top navigation bar, and a main content area with several key metrics and a table.

Top Navigation: The top right corner shows the current class section: "Class: 2021 Cohort" (callout 2).

Key Metrics:

- Students:** 12 (callout 3) - Enrolled in Class
- Questions:** 363 (callout 4) - Answered in 90 days
- Assignments:** 17 (callout 5) - 0 Scheduled, 1 In Progress, 16 Done
- Practice Performance:** 40% (callout 6) - % Correct (Practice)
- Assignment Performance:** 3% (callout 6) - % Correct (Assignments)

Most Challenging Topics Table: (callout 7 points to the table header)

Topic	Category	Questions	Performance(%)
Pelvis	Procedures	16	13%
Interpersonal Communication	Patient Care	15	20%
Thorax and Abdomen	Procedures	66	21%
Radiation Protection	Safety	122	23%
Radiation Physics And Radiobiology	Safety	92	25%
Equipment Operation and Quality Assurance	Image Product...	102	25%
Image Acquisition and Technical Evaluation	Image Product...	90	27%
Spine	Procedures	52	27%
Infection Prevention And Control	Patient Care	29	28%
Physical Assistance, Monitoring And Medical Emergencies	Patient Care	38	29%

Sidebar Menu: Includes Dashboard, Learning Center, Assignments, Manage Class, Reports, Help, and Logout. Callout 1 points to the expand/collapse arrow.

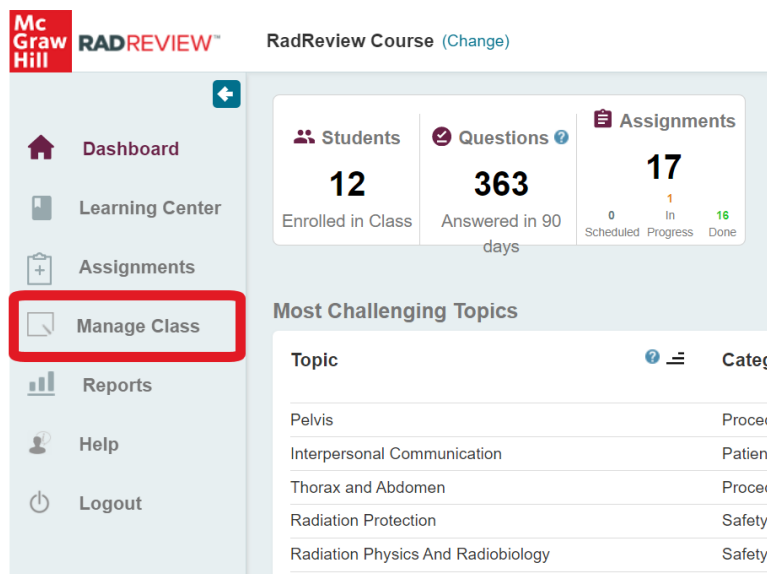
Footer: Shows the instructor's name and profile picture.

How to Create Class Sections and Add Students

Please note: Class sections and student accounts can also be created from the Admin Account. Instructions for doing so can be found in the RadReview Admin User Guide. The following instructions are for the Instructor Account.

A. Create Class Sections

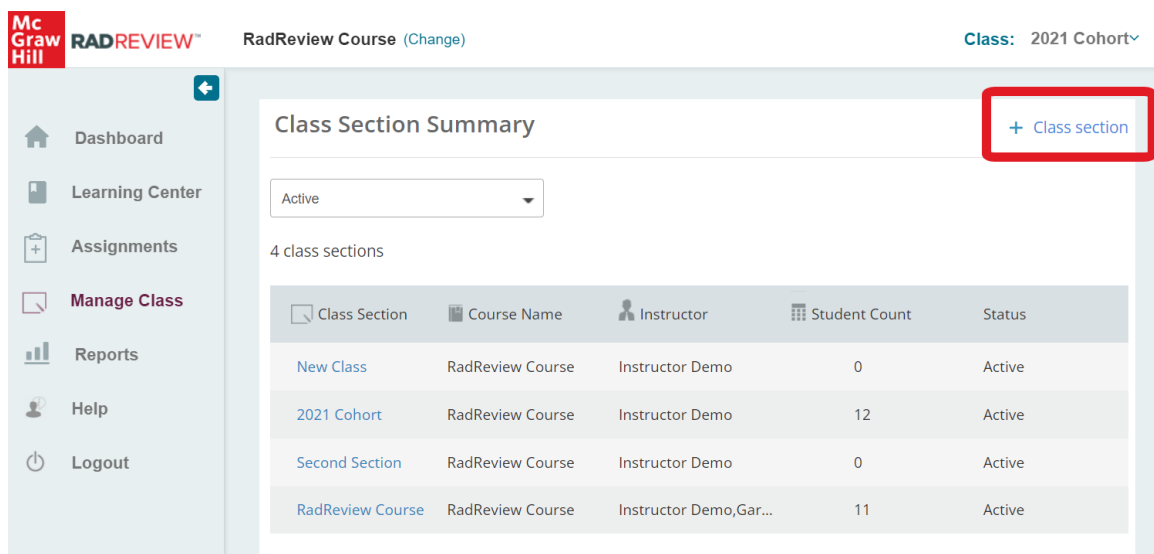
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, choose **“MANAGE CLASS”**.



The screenshot shows the RadReview dashboard interface. On the left is a navigation menu with items: Dashboard, Learning Center, Assignments, **Manage Class** (highlighted with a red box), Reports, Help, and Logout. The main content area displays course statistics: 12 Students Enrolled in Class, 363 Questions Answered in 90 days, and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below this is a table titled 'Most Challenging Topics' with columns for Topic and Category.

Topic	Category
Pelvis	Procedi
Interpersonal Communication	Patient
Thorax and Abdomen	Procedi
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. Click on **“+ CLASS SECTION”** at the top right of the Class Section Summary page.



The screenshot shows the 'Class Section Summary' page. At the top right, there is a '+ Class section' button highlighted with a red box. Below the button is a dropdown menu set to 'Active'. The page displays a table with 4 class sections. The table has columns for Class Section, Course Name, Instructor, Student Count, and Status.

Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo,Gar...	11	Active

4. Enter a name for the class section. For “Choose a Course”, make sure “RadReview Course” is selected. Once you have filled out this information, click “SAVE”. Your class section is now created and should be listed on the Class Section Summary page.

↩ Create a new class section

Class Section Name*

Choose a course*

Cancel

Students

[Save your class](#) before adding students to it

5. Your dashboard displays data from the current class section. The top right of your screen tells you what class section you are currently viewing. If you have multiple class sections, you can switch between classes by clicking on the class name and selecting a different class section.

RadReview Course [\(Change\)](#)

Class: 2021 Cohort

Students: 12 (Enrolled in Class)

Questions: 363 (Answered in 90 days)

Assignments: 17 (0 Scheduled, 1 In Progress, 16 Done)

% Correct (Practice): 40%

Your Students are performing better

Most Challenging Topics

Topic	Category	Questions	Performance(%)
Pelvis	Procedures	16	13%
Interpersonal Communication	Patient Care	15	20%
Thorax and Abdomen	Procedures	66	21%

B. Add Students to a Class Section

1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **"MANAGE CLASS"**.

McGraw Hill RADREVIEW™ RadReview Course (Change)

Dashboard | Learning Center | Assignments | **Manage Class** | Reports | Help | Logout

Students: 12 (Enrolled in Class)
Questions: 363 (Answered in 90 days)
Assignments: 17 (0 Scheduled, 1 In Progress, 16 Done)

Most Challenging Topics

Topic	Category
Pelvis	Procedi
Interpersonal Communication	Patient
Thorax and Abdomen	Procedi
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. On the Class Section Summary page, click on the class section where you would like to add students.

McGraw Hill RADREVIEW™ RadReview Course (Change) Class: 2021 Cohort

Dashboard | Learning Center | Assignments | **Manage Class** | Reports | Help | Logout

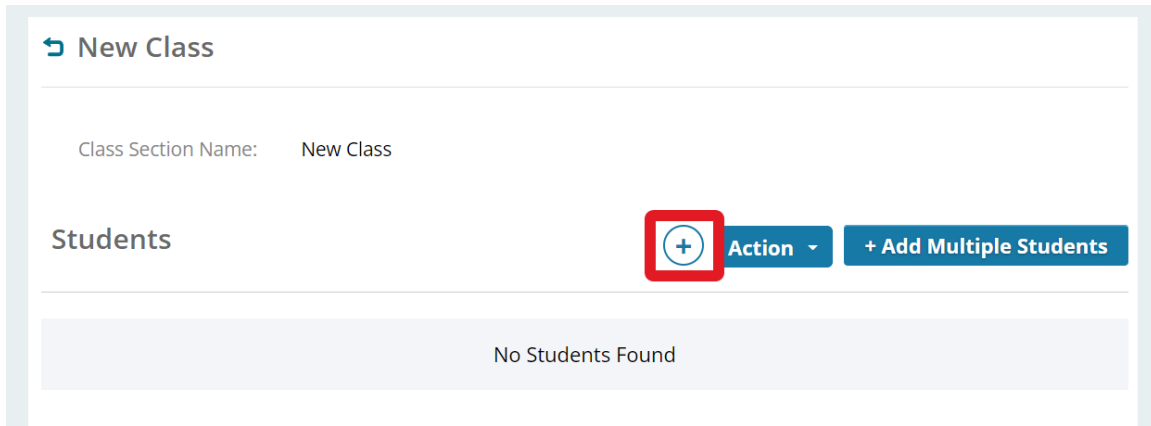
Class Section Summary + Class section

Active

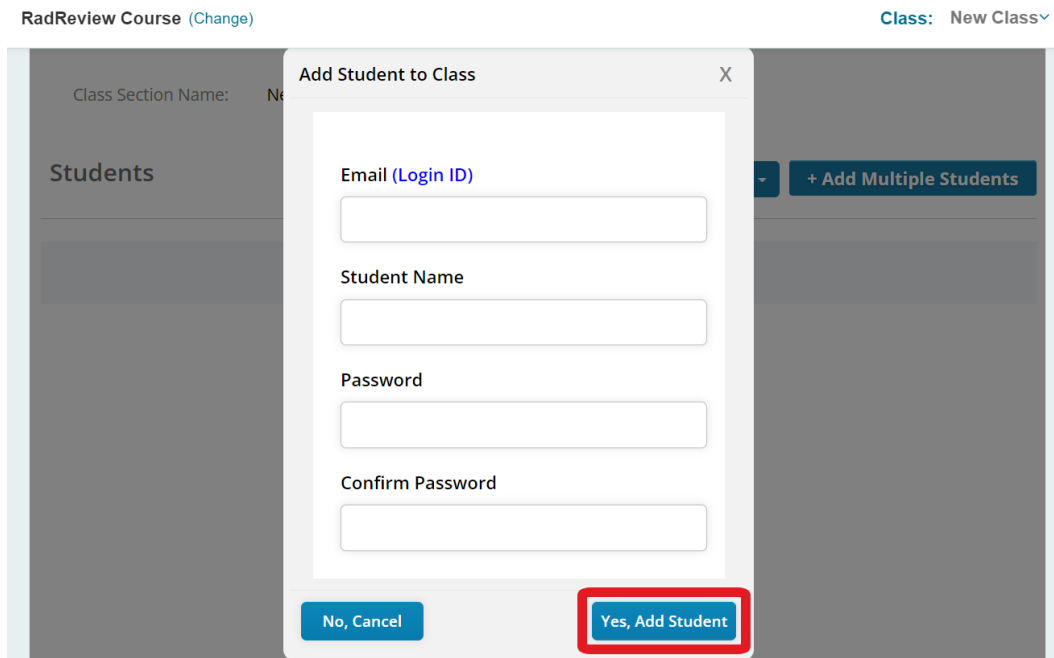
4 class sections

Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo, Gar...	11	Active

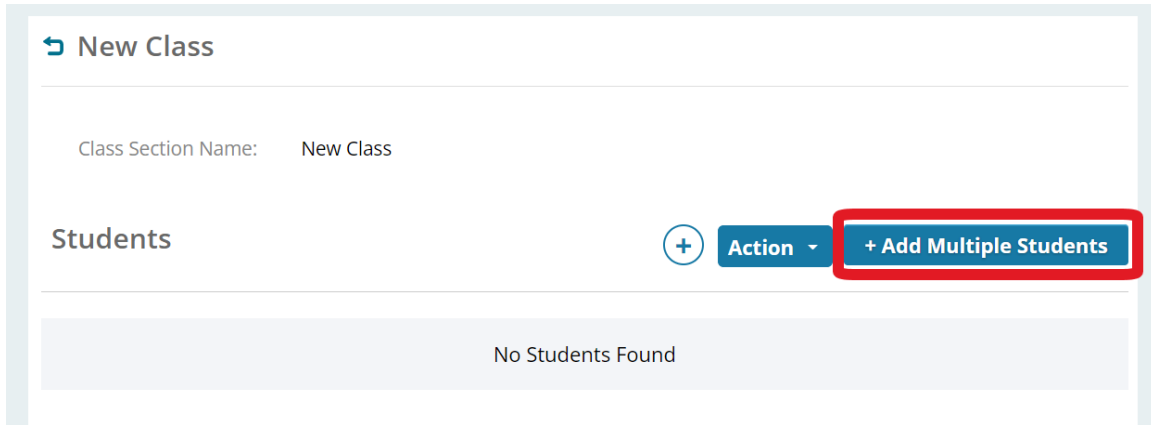
- Once in the class section, you can add students one at a time or add multiple students at once.
- To add students one at a time**, click the “+” button.



- Enter the required information (including a generic password that the student can change later) and click “**Yes, Add Student**”. An email will be sent to the student letting them know their account has been created and will list their username (email) and password. They may reset their password once they log in.



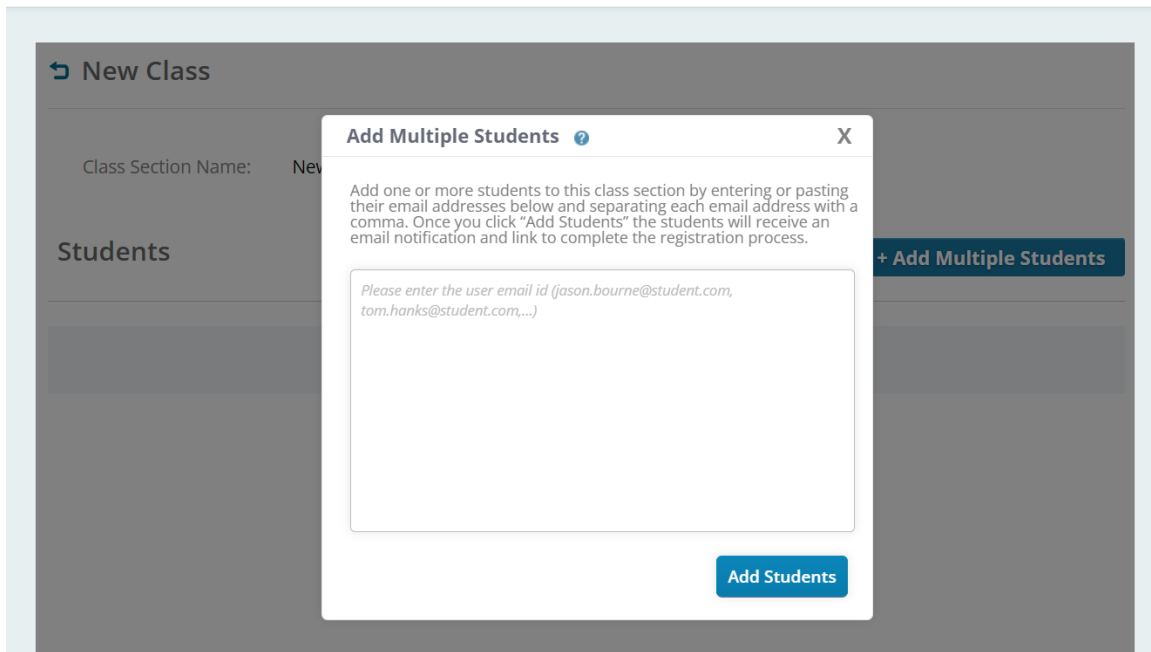
7. **To add multiple students at once**, click the “+ Add Multiple Students” button.



8. Enter the students' email addresses, separated by a comma. Once you click “Add Students” the students will receive an email notification and link to complete the registration process and join the class.

RadReview Course [\(Change\)](#)

Class: New Class

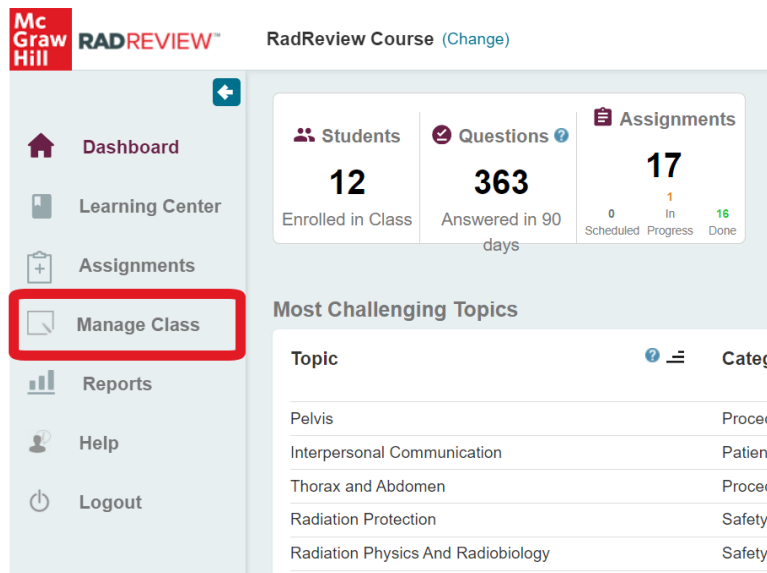


C. Move Students to a Different Class Section

If a student has accidentally been enrolled into the wrong class section, you can move them to the correct class section.

Please Note: Students can only be enrolled in one class section at a time. Moving a student to a different class section will delete any instructor assignment data that had been in that student's account.

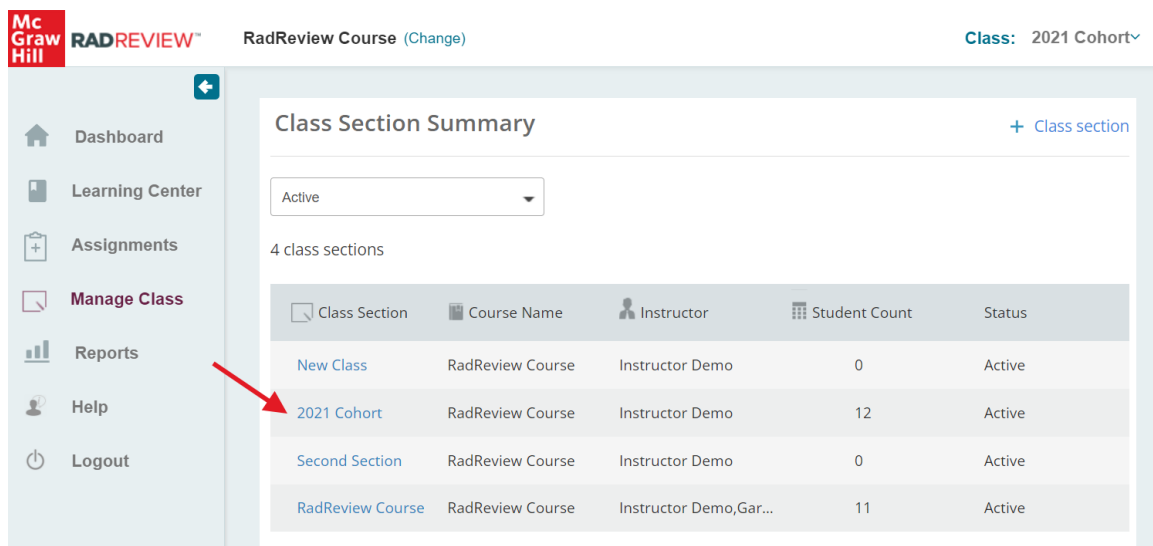
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, go down to **"MANAGE CLASS"**.



The screenshot shows the RadReview Course dashboard. The left sidebar contains a menu with the following items: Dashboard, Learning Center, Assignments, **Manage Class** (highlighted with a red box), Reports, Help, and Logout. The main content area displays course statistics: 12 Students Enrolled in Class, 363 Questions Answered in 90 days, and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below this is a section titled 'Most Challenging Topics' with a table:

Topic	Category
Pelvis	Proced...
Interpersonal Communication	Patient
Thorax and Abdomen	Proced...
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. On the Class Section Summary page, click on the class section where you would like to move students **FROM**.

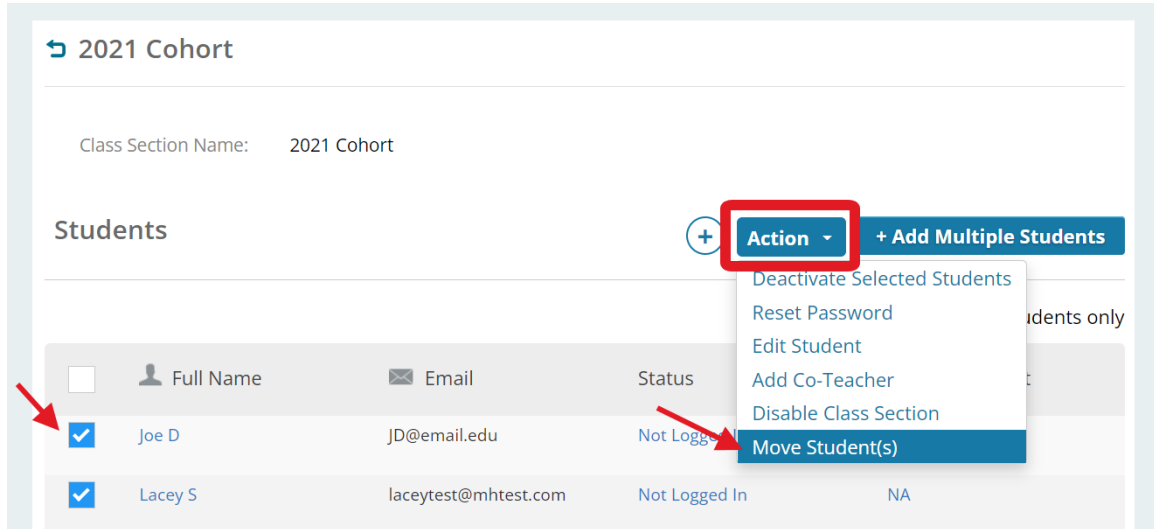


The screenshot shows the Class Section Summary page. The left sidebar is the same as in the previous screenshot, with 'Manage Class' selected. The main content area shows a dropdown menu set to 'Active' and a table with 4 class sections:

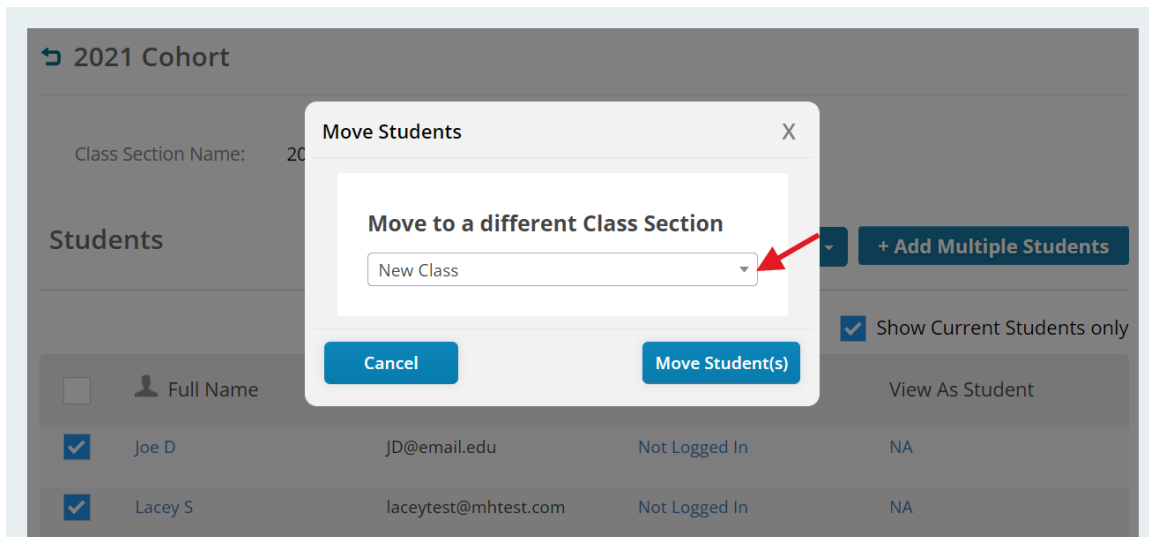
Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo,Gar...	11	Active

A red arrow points to the '2021 Cohort' row.

4. Use the checkboxes to select the students you wish to move out of this class section into a different class section.
5. Once you have the students selected, click on **“ACTION”** and select **“MOVE STUDENT(S)”** from the dropdown menu.

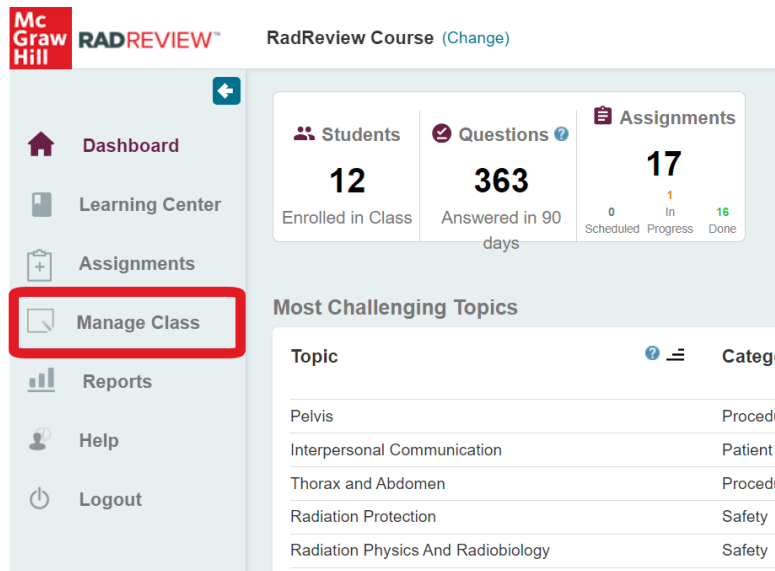


6. Use the dropdown menu in the pop-up window to select the class section you would like to move the selected students **TO**. Then click **“MOVE STUDENT(S)”**.
7. ***Moving a student to a different class section will delete any instructor assignment data that had been in that student’s account.***



D. Deactivate Class Sections

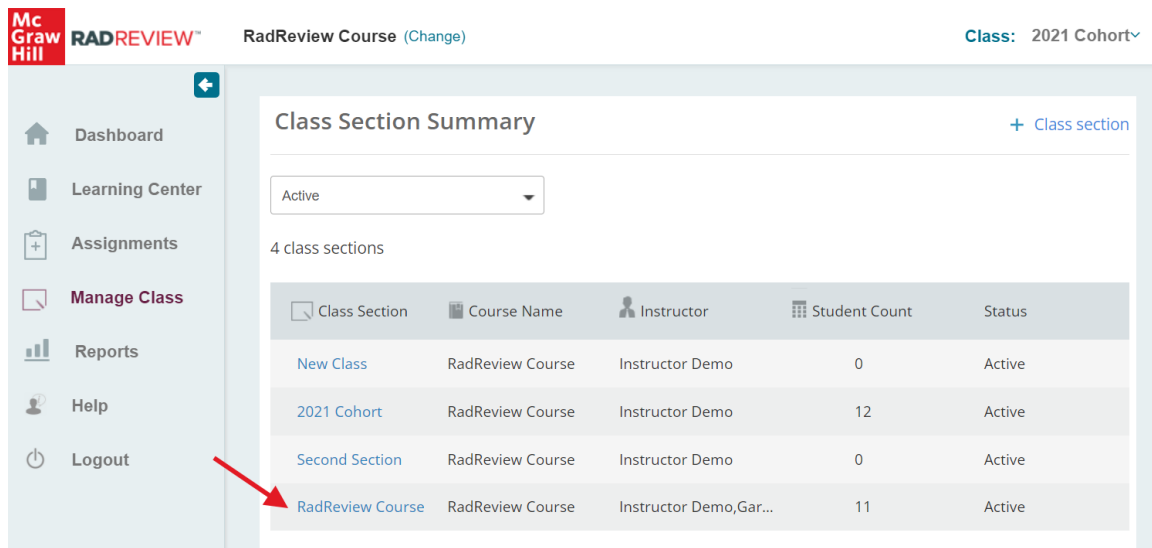
1. To deactivate a class section, go to the main menu on the left and select **“MANAGE CLASS”**.



The screenshot shows the RadReview Course dashboard. The left sidebar contains a menu with the following items: Dashboard, Learning Center, Assignments, **Manage Class** (highlighted with a red box), Reports, Help, and Logout. The main content area displays course statistics: 12 Students (Enrolled in Class), 363 Questions (Answered in 90 days), and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below the statistics is a section titled 'Most Challenging Topics' with a table of topics and categories.

Topic	Category
Pelvis	Procedi
Interpersonal Communication	Patient
Thorax and Abdomen	Procedi
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

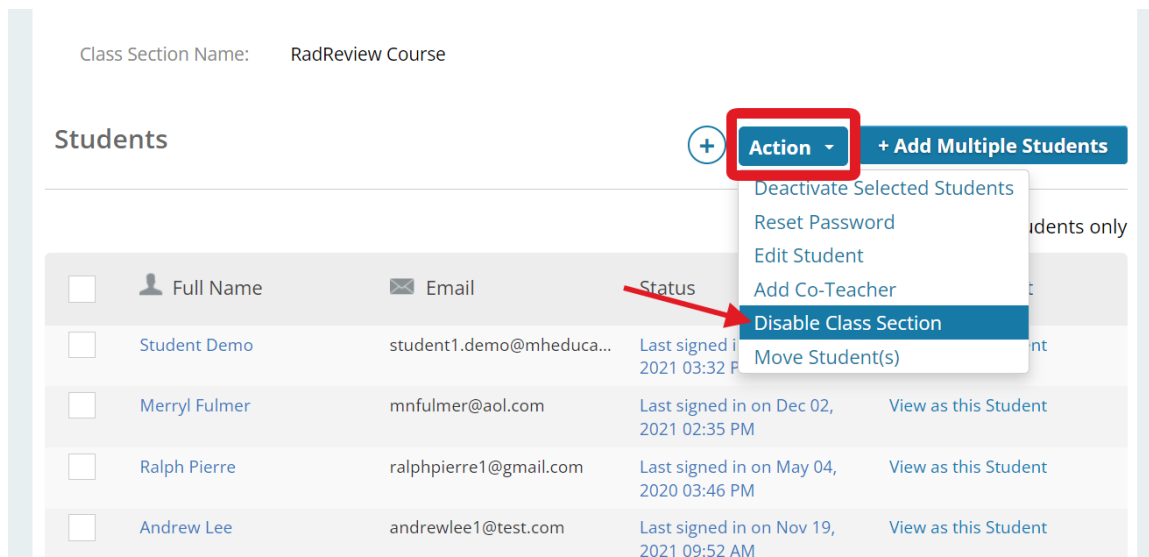
2. On the Class Section Summary page, click on the class section that you would like to deactivate.



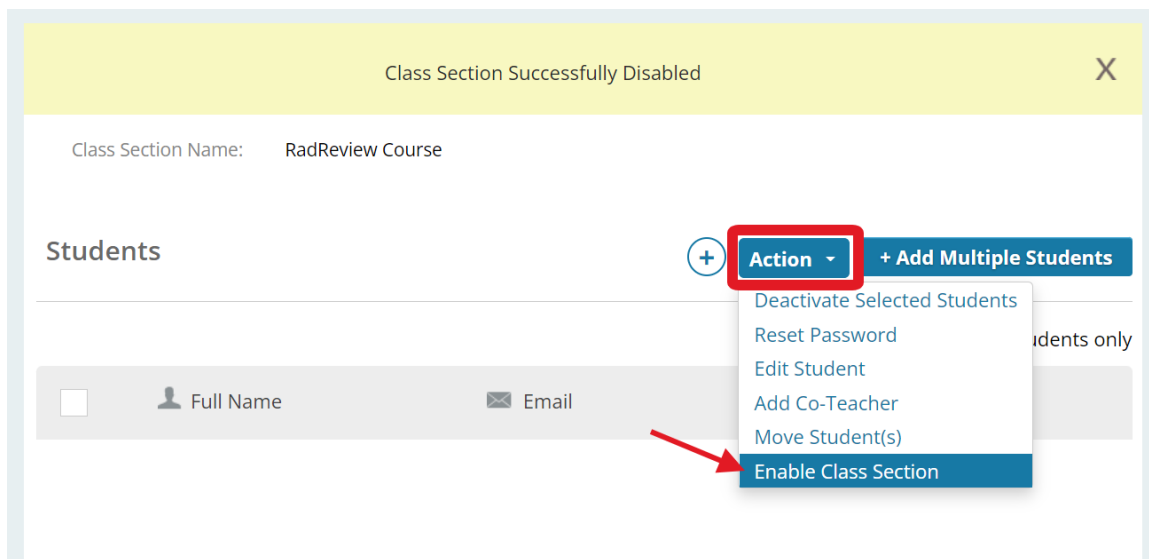
The screenshot shows the Class Section Summary page. The left sidebar is the same as in the previous screenshot. The main content area has a dropdown menu set to 'Active' and shows 4 class sections. A red arrow points to the 'RadReview Course' class section in the table below.

Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo, Gar...	11	Active

3. Click on **"ACTION"** and from the dropdown select **"Disable Class Section"**. By disabling a class section, all students in that class section will no longer be able to log in to RadReview.



4. A message will pop up that will say "Class Section Successfully Disabled".
5. To enable a disabled class section, click on **"ACTION"** again and select **"Enable Class Section"**.



6. You can also re-enable deactivated classes by returning to the Class Section Summary page (click **"MANAGE CLASS"** off the main menu).
7. Toggle to **"Disabled"** to see the list of all disabled class sections.

Class Section Summary + Class section

Active
Disabled
4 CLASS SECTIONS

Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo, Gary S...	11	Active

8. Click on the deactivated class section that you wish to enable. Once in the class, click on **“ACTION”** and then select **“Enable Class Section”**.

E. Deactivate Student Accounts

1. To deactivate individual student accounts, go to the main menu on the left and select **“MANAGE CLASS”**.
2. On the Class Section Summary page, click on the class section that contains the student accounts you would like to deactivate.

Mc Graw Hill RADREVIEW™ RadReview Course (Change) Class: 2021 Cohort

Class Section Summary

Active

4 class sections

Class Section	Course Name	Instructor	Student Count	Status
New Class	RadReview Course	Instructor Demo	0	Active
2021 Cohort	RadReview Course	Instructor Demo	12	Active
Second Section	RadReview Course	Instructor Demo	0	Active
RadReview Course	RadReview Course	Instructor Demo,Gar...	11	Active

3. Select the students using the checkboxes, then click on **“ACTION”**. From the dropdown menu select **“Deactivate Selected Students”**. Those students will no longer be able to log in to RadReview.

Class Section Name: RadReview Course

Students

+ Action + Add Multiple Students

Deactivate Selected Students
Reset Password
Edit Student
Add Co-Teacher
Disable Class Section
Move Student(s)

<input type="checkbox"/>	Full Name	Email	Status
<input checked="" type="checkbox"/>	Student Demo	student1.demo@mheduca...	Last signed in on Dec 02, 2021 03:32 PM
<input checked="" type="checkbox"/>	Merryl Fulmer	mfulmer@aol.com	Last signed in on Dec 02, 2021 02:35 PM
<input type="checkbox"/>	Ralph Pierre	ralphpierre1@gmail.com	Last signed in on May 04, 2020 03:46 PM

4. You can view deactivated students for a class section by un-checking the **“Show Current Students Only”** box at the top right of the class list.

Class Section Name: RadReview Course

Students + Action + Add Multiple Students

Show Current Students only

<input type="checkbox"/>	Full Name	Email	Status	View As Student
<input type="checkbox"/>	Student Demo	student1.demo@mheduca...	Last signed in on Nov 17, 2021 03:32 PM	View as this Student
<input type="checkbox"/>	Diego	diego.duque@mheducatio...	Deactivated	NA
<input type="checkbox"/>	derek jeter	djeter@gmail.com	Deactivated	NA

5. You can re-activate students by selecting them with the checkbox, then selecting **“Activate Selected Students”** from the **“ACTION”** dropdown menu.

Class Section Name: RadReview Course

Students + Action + Add Multiple Students

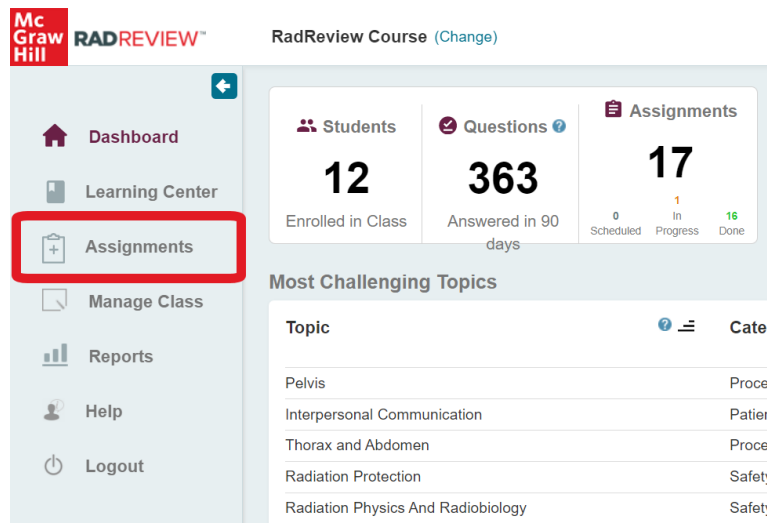
Deactivate Selected Students
Reset Password
Edit Student
Add Co-Teacher
Move Student(s)
Disable Class Section
Activate Selected Students

<input type="checkbox"/>	Full Name	Email	Status	View As Student
<input type="checkbox"/>	Student Demo	student1.demo@mheduca...	Last signed in on Nov 17, 2021 03:32 PM	View as this Student
<input checked="" type="checkbox"/>	Diego	diego.duque@mheducatio...	Deactivated	NA
<input checked="" type="checkbox"/>	derek jeter	djeter@gmail.com	Deactivated	NA
<input type="checkbox"/>	Aaron Judge	ajudge@gmail.com	Deactivated	NA

How to Create Assignments and View Assignment Results

A. Create Assignments: Select from the Instructor Bank

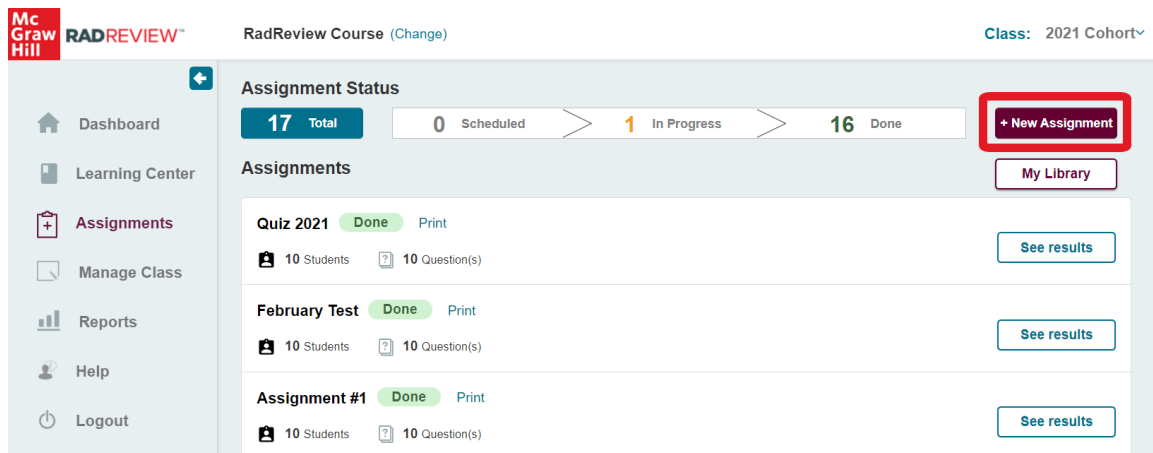
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select **“ASSIGNMENTS”**.



The screenshot shows the RadReview Course dashboard. The left sidebar contains a menu with the following items: Dashboard, Learning Center, Assignments (highlighted with a red box), Manage Class, Reports, Help, and Logout. The main content area displays course statistics: 12 Students (Enrolled in Class), 363 Questions (Answered in 90 days), and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below this is a section titled 'Most Challenging Topics' with a table:

Topic	Category
Pelvis	Proced
Interpersonal Communication	Patient
Thorax and Abdomen	Proced
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. From the Assignment Status page, click on **“+ New Assignment”** at the top right.

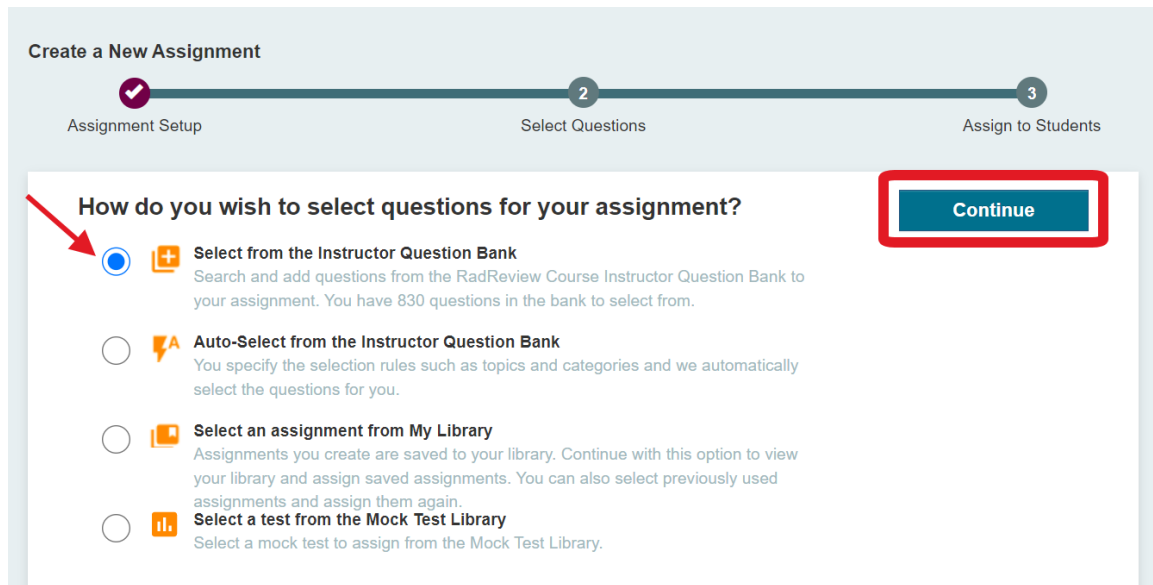


The screenshot shows the Assignment Status page. The top right corner displays 'Class: 2021 Cohort'. The main content area shows the Assignment Status summary: 17 Total (0 Scheduled, 1 In Progress, 16 Done). Below this is a list of assignments:

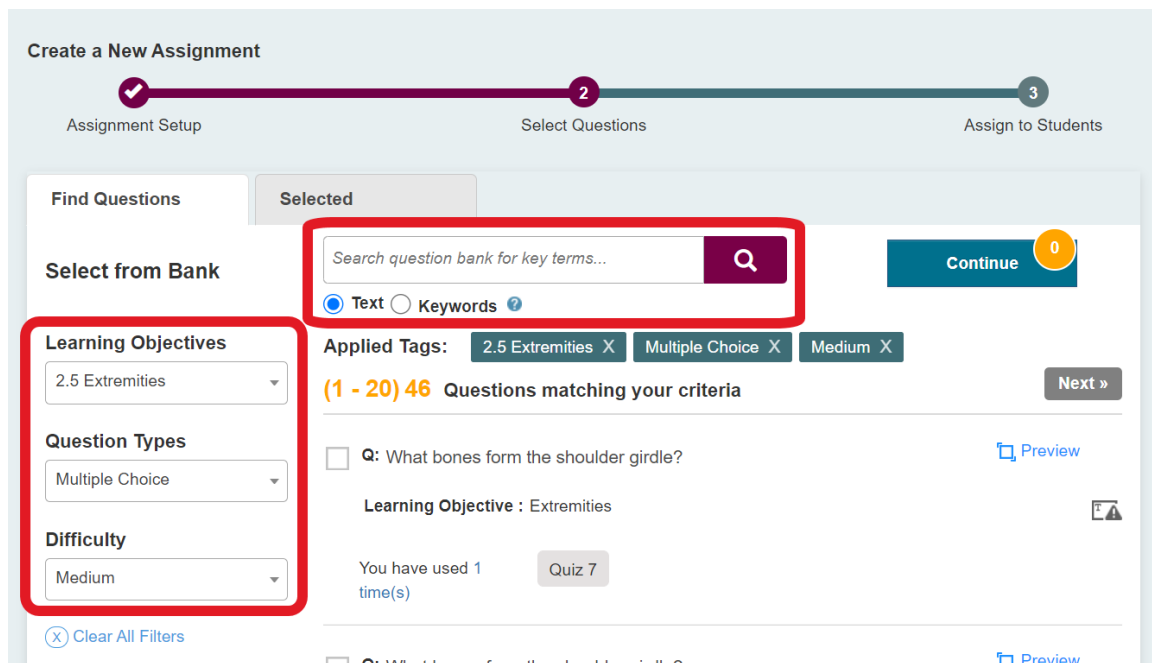
Assignment Name	Status	Print	See results
Quiz 2021	Done	Print	See results
February Test	Done	Print	See results
Assignment #1	Done	Print	See results

The '+ New Assignment' button is highlighted with a red box in the top right corner of the main content area.

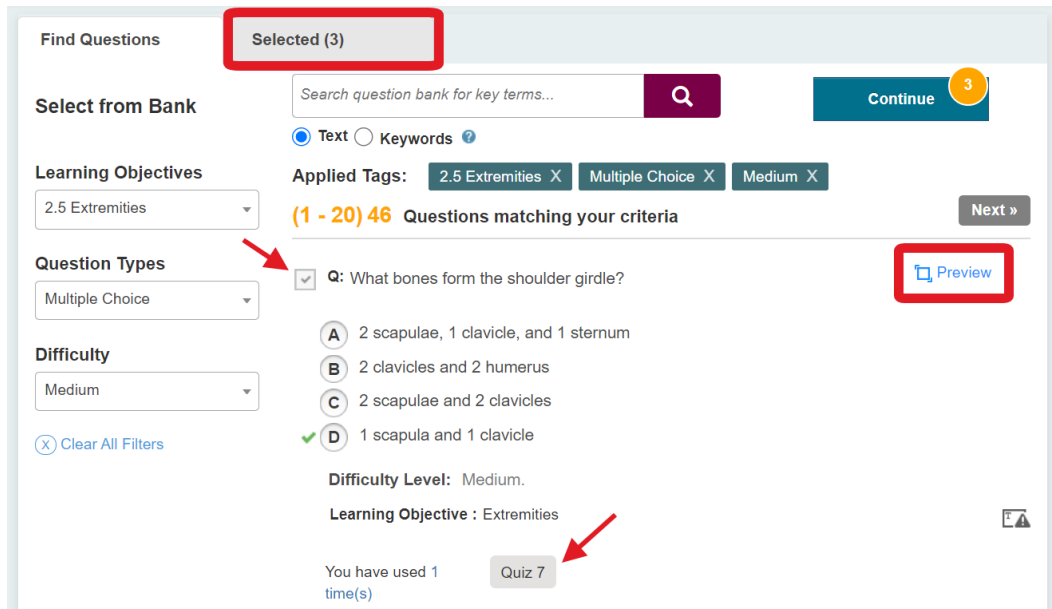
- To select questions from the Instructor Question Bank, choose the **“Select from the Instructor Question Bank”** option and click **“CONTINUE”**.



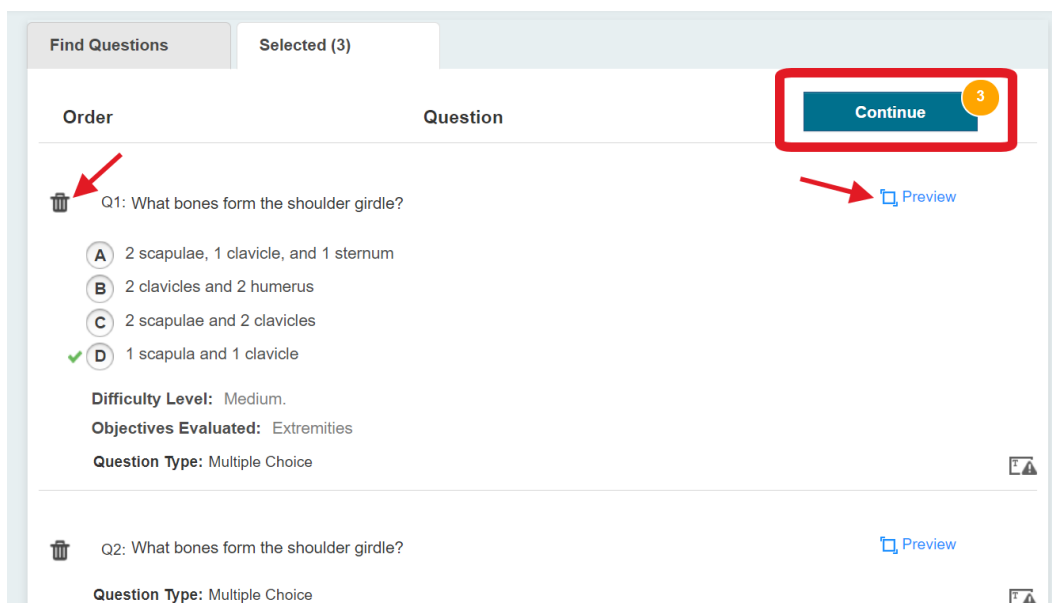
- Narrow down the questions you'd like to choose from by filtering to specific learning objectives (exam categories), question types, or difficulty. You can also search for questions by keyword.



- Click the **“PREVIEW”** button to see the full question and answer. Select questions to add to your assignment by clicking the check box next to the question. As you select questions your questions will populate the **“Selected”** tab.
- If you have used a question on a previous assignment, you will see a message indicating the name of the assignment where you used that question before.

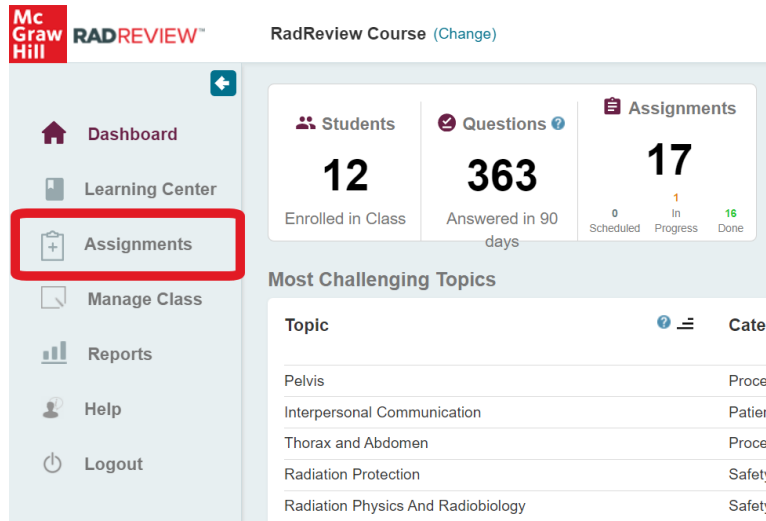


- Preview your assignment before continuing by clicking on the **“Selected”** tab. Click **“PREVIEW”** to expand and view each question. You can remove questions from this tab using the delete icon. Return to the **“Find Questions”** tab if you need to select more questions.
- Click **“CONTINUE”** when you are finished adding questions to your assignment. See the section [“Send Assignments to Students”](#) for instructions on completing the assignment process.



B. Create Assignments: Auto-Select from the Instructor Bank

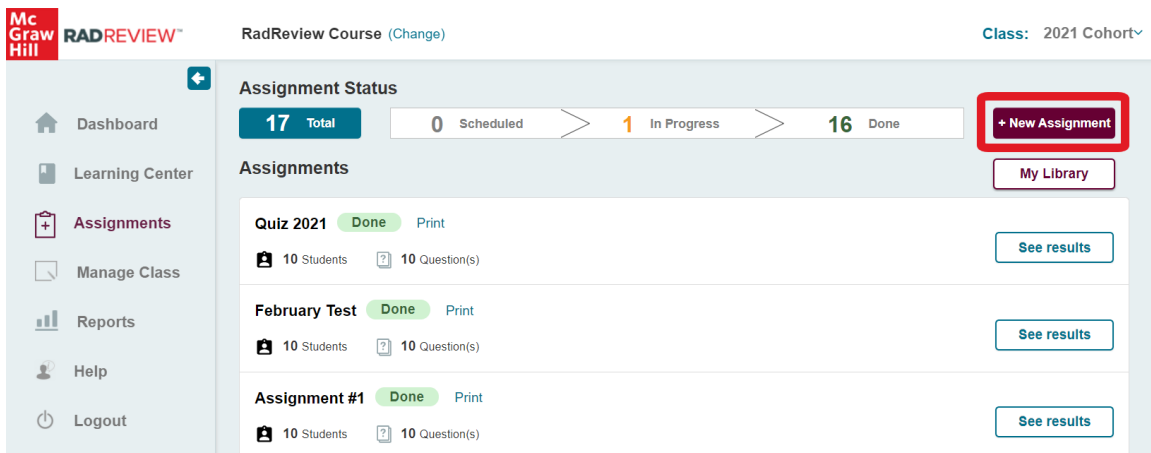
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select “ASSIGNMENTS”.



The screenshot shows the RadReview Course dashboard. The left sidebar contains a menu with the following items: Dashboard, Learning Center, Assignments (highlighted with a red box), Manage Class, Reports, Help, and Logout. The main content area displays course statistics: 12 Students (Enrolled in Class), 363 Questions (Answered in 90 days), and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below this is a section titled 'Most Challenging Topics' with a table:

Topic	Category
Pelvis	Proced
Interpersonal Communication	Patient
Thorax and Abdomen	Proced
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. From the Assignment Status page, click on “+ New Assignment” at the top right.



The screenshot shows the Assignment Status page. The top navigation bar includes the RadReview logo, 'RadReview Course (Change)', and 'Class: 2021 Cohort'. The main content area features an 'Assignment Status' section with a progress bar showing 17 Total, 0 Scheduled, 1 In Progress, and 16 Done. A red box highlights the '+ New Assignment' button in the top right corner. Below the progress bar is a list of assignments:

Assignment Name	Status	Print	See results
Quiz 2021	Done	Print	See results
February Test	Done	Print	See results
Assignment #1	Done	Print	See results

- To select questions from the Instructor Question Bank, choose the **“Auto-Select from the Instructor Question Bank”** option and click **“CONTINUE”**.

Create a New Assignment

Assignment Setup 2 Select Questions 3 Assign to Students

How do you wish to select questions for your assignment?

Select from the Instructor Question Bank
Search and add questions from the RadReview Course Instructor Question Bank to your assignment. You have 830 questions in the bank to select from.

Auto-Select from the Instructor Question Bank
You specify the selection rules such as topics and categories and we automatically select the questions for you.

Select an assignment from My Library
Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again.

Select a test from the Mock Test Library
Select a mock test to assign from the Mock Test Library.

Continue

- Enter the number of questions to be selected at the top. Specify your selection criteria (difficulty level, question usage, question type, learning objective). When ready, click **“ADD”**.
- NOTE:** Question Usage defaults to **UNUSED QUESTIONS**, which means questions that have not been used previously in your instructor account, regardless of class section. To select questions from the full instructor bank, uncheck the **“Unused Questions”** option.

Create a New Assignment

Assignment Setup 2 Select Questions 3 Assign to Students

Find Questions Selected

Auto-Select from the Instructor Question Bank

Number of questions to be selected:

Add Continue

Specify Selection Criteria

Pick Your Difficulty Level: All Easy Medium Hard

Question Usage: Unused Questions

Question Type:

Specify Learning Objectives: All Select Learning Objectives

Total 14 selected

Patient Care Procedures Safety Image Prod...

1.1 Ethical And Legal Aspects (28)
 1.2 Interpersonal Communication (12)
 1.3 Physical Assistance, Monitoring And Medical Emergencies (35)

There are 830 questions that match your selection criteria. Click on "Add" button to auto-select 30 questions for this assignment. You can review the selected questions in the "Selected" tab on the left. Click on "Continue" button to assign to students.

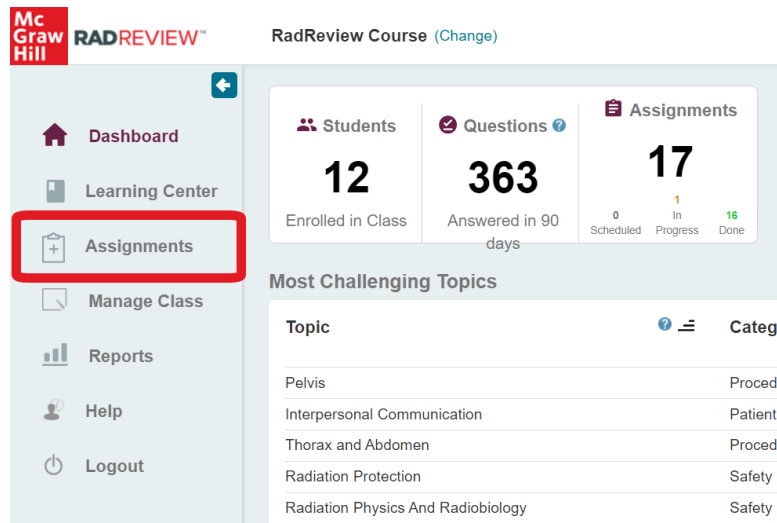
- Once you click **“ADD”**, questions will be automatically added to your assignment. You can view the questions on the **“Selected”** tab. Click preview to expand and view each question. You can remove questions from this tab using the delete icon.

- You can continue to add questions to your assignment using auto-select by returning to the **“Find Questions”** tab, specifying your criteria, and clicking **“ADD”**.
- Click **“CONTINUE”** when you are finished adding questions to your assignment. See the section **“Send Assignments to Students”** for instructions on completing the assignment process.

C. Create Assignments: Select from My Library

You can assign any assignments you've saved or re-assign assignments you've already assigned by going to your library.

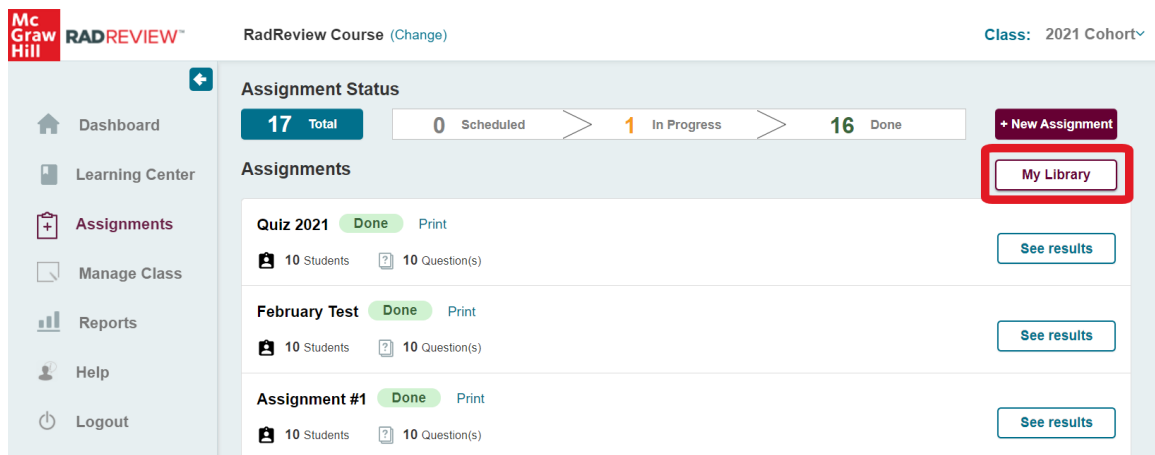
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select **"ASSIGNMENTS"**.



The screenshot shows the RadReview Course dashboard. The left sidebar contains a menu with the following items: Dashboard, Learning Center, Assignments (highlighted with a red box), Manage Class, Reports, Help, and Logout. The main content area displays course statistics: 12 Students (Enrolled in Class), 363 Questions (Answered in 90 days), and 17 Assignments (0 Scheduled, 1 In Progress, 16 Done). Below the statistics is a section titled 'Most Challenging Topics' with a table listing topics and their categories.

Topic	Category
Pelvis	Proced
Interpersonal Communication	Patient
Thorax and Abdomen	Proced
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

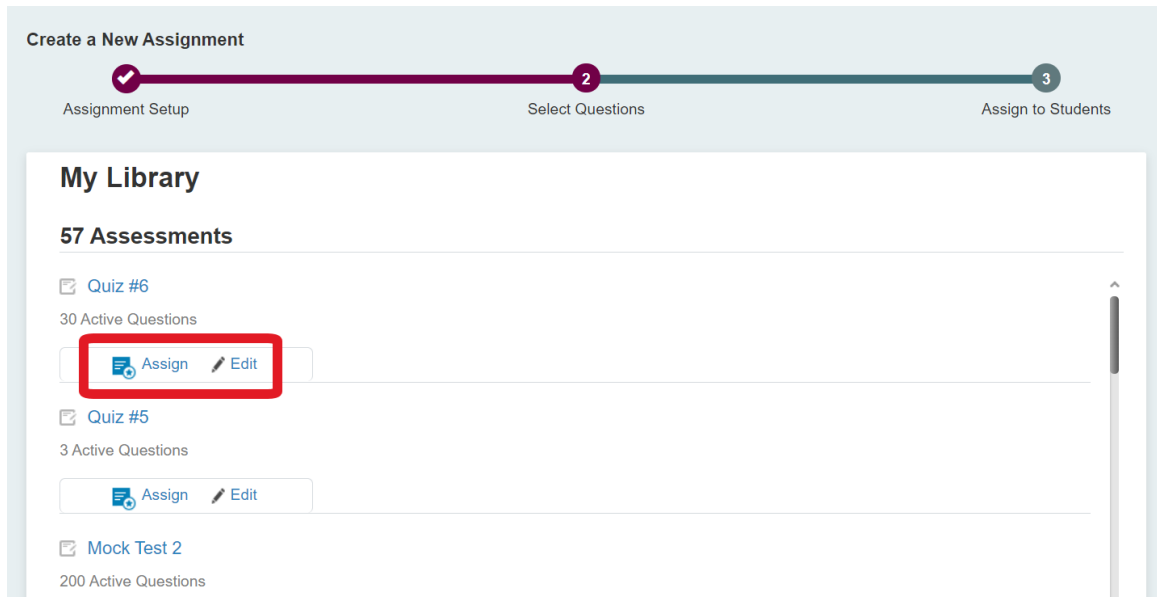
3. From the Assignment Status page, click on **"My Library"**.
4. Alternatively, you can click on **"+ New Assignment"** and choose the option to **"Select an assignment from My Library"**.



The screenshot shows the RadReview Assignment Status page. The top navigation bar includes the RadReview logo, 'RadReview Course (Change)', and 'Class: 2021 Cohort'. The main content area displays 'Assignment Status' with a progress bar showing 17 Total, 0 Scheduled, 1 In Progress, and 16 Done. A '+ New Assignment' button is visible in the top right. Below the progress bar is a 'My Library' button (highlighted with a red box) and a list of assignments. Each assignment entry includes the title, status (Done), a 'Print' link, the number of students and questions, and a 'See results' button.

Assignment	Status	Print	Students	Questions	See results
Quiz 2021	Done	Print	10	10	See results
February Test	Done	Print	10	10	See results
Assignment #1	Done	Print	10	10	See results

5. Once in your library, find the assignment you would like to assign and click **“ASSIGN”**. You also have the option to **“EDIT”** assignments and add or remove questions.
6. All assignments that you’ve saved for later or previously assigned will show up in your library.



7. Click **“CONTINUE”** when you are finished adding questions to your assignment. See the section [“Send Assignments to Students”](#) for instructions on completing the assignment process.

D. Assign the Instructor Mock Exam

RadReview has a full-length 200-question ARRT Radiography mock exam available for instructors to assign. The mock exam is mapped to the latest ARRT radiography blueprint by content category and category weight (33 Patient Care questions, 53 Safety questions, 50 Image Production questions, and 64 Procedures questions). The questions are unique to the instructor mock exam—they cannot be found in the regular instructor or student bank.

The mock exam is ready for an instructor to assign at any time and can be assigned multiple times. The questions in the mock exam cannot be changed or edited.

Students also have access to a separate and fully unique 200-question mock exam from their student dashboard (see screenshot below). This exam can be taken by students at any time in their subscription but can only be taken once. **When assigning the instructor mock-exam, please inform your students that they should go to “Assignments” from their dashboard to find the exam and not “Full Length Test”.**

The screenshot shows the RadReview Course dashboard. On the left is a navigation menu with options: Dashboard, Learning Center, Start Practice, My Study Plan, Full Length Test (highlighted with a red box), Assignments, Reports, Help, and Logout. The main content area displays course statistics: Target Test Day (569 Days Remaining), Questions (37 Answered in 90 days), and Assignments (17 total, with 1 Not Started, 0 In Progress, and 16 Done). Performance metrics show 40% correct on practice questions and 3% correct on assignments. Below this are sections for 'Most Challenging Topics' and 'Recommended Reading'.

Topic	Questions	Performance(%)
Interpersonal Communication	15	20%
Pelvis	10	20%
Thorax and Abdomen	48	21%
Radiation Physics And Radio...	56	21%
Infection Prevention And Cont...	17	24%
Equipment Operation and Qu...	72	24%
Radiation Protection	74	24%
Physical Assistance, Monitori...	26	27%
Image Acquisition and Techni...	54	28%

To assign the instructor mock exam:

1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select “ASSIGNMENTS”.

Mc Graw Hill RADREVIEW™ RadReview Course (Change)

Dashboard
Learning Center
Assignments
Manage Class
Reports
Help
Logout

Students: 12 (Enrolled in Class)
Questions: 363 (Answered in 90 days)
Assignments: 17 (0 Scheduled, 1 In Progress, 16 Done)

Topic	Category
Pelvis	Procedi
Interpersonal Communication	Patient
Thorax and Abdomen	Procedi
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

- From the Assignment Status page, click on “+ New Assignment”, then choose the “Select a test from the Mock Test Library” option and click “CONTINUE”.

Create a New Assignment

1 Assignment Setup | 2 Select Questions | 3 Assign to Students

How do you wish to select questions for your assignment?

Select from the Instructor Question Bank
Search and add questions from the RadReview Course Instructor Question Bank to your assignment. You have 830 questions in the bank to select from.

Auto-Select from the Instructor Question Bank
You specify the selection rules such as topics and categories and we automatically select the questions for you.

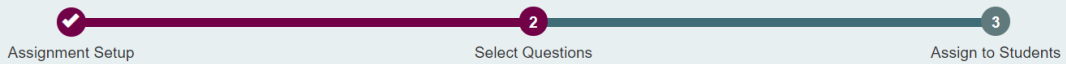
Select an assignment from My Library
Assignments you create are saved to your library. Continue with this option to view your library and assign saved assignments. You can also select previously used assignments and assign them again.

Select a test from the Mock Test Library
Select a mock test to assign from the Mock Test Library.

Continue

- The questions in the mock exam cannot be changed or edited, but you can preview the questions and answers by clicking on the title “RadReview Instructor Mock Test 1”.
- Click “ASSIGN” to assign the mock exam, then see the section “[Send Assignments to Students](#)” for instructions on completing the assignment process.

Create a New Assignment



My Library

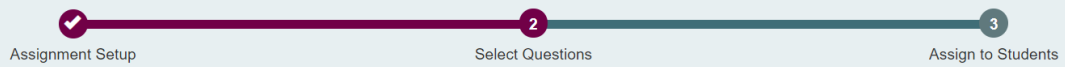
1 Assessment

RadReview Instructor Mock Test 1

199 question exam contains 33 Patient Care questions, 53 Safety questions, 50 Image Production questions and 64 Procedures questions



Create a New Assignment



RadReview Instructor Mock Test 1

Q1 (Qld 254530): If a digital radiographic image is produced of a patient's body part and the radiographer did not collimate as closely as would be preferred prior to the exposure, the radiographer should do which of the following during post-processing of the image?

- A Use digital masking (shuttering) on the image prior to sending it to the radiologist
- B Leave all exposed areas of the anatomy visible on the final image sent to the radiologist
- C Repeat the projection with optimal collimation, then submit the image to the radiologist
- D Use the smoothing function to eliminate scatter fog in the image prior to submitting the image to the radiologist

Difficulty Level: Medium.

Objectives Evaluated: 4.2 Equipment Operation and Quality Assurance

E. Send Assignments to Students

1. Once you have completed creating your assignment using any of the four methods described in the previous section, click **“CONTINUE”** to enter your assignment details and send the assignment to your students.
2. Enter your assignment’s name and any instructions. The **“Assignment Policy”** can be set to either:
 - **“Auto Grade Release”**, where students see their grade when they complete the assignment
 - **“Manual Grade Release”**, where the instructor must release grades before students can view them.
3. Set the **“Accessible From”** date and time, which is when students can start taking the assignment, and the **“Due Date”**, which is when the assignment will close to students. At the time specified by the due date, all student assignments will be submitted, whether or not the students have completed the assignment.

The screenshot shows the 'Create a New Assignment' interface with three steps: Assignment Setup, Select Questions, and Assign to Students. The 'Assign to Students' step is active. The form includes the following fields:

- Select Assignment Start and Due Dates** (Section Header)
- Assignment Name**: Quiz #6
- Instructions**: Please complete this 30-question quiz.
- Assignment Policy**: Manual Grade Release - Policy 4
- Accessible From**: 06 Dec 2021, 09:00 AM
- Due Date**: 17 Dec 2021, 11:55 PM

Buttons: Use Later, Assign Now

4. Once you have set the information above, you can assign to a class section, or to individual students.
 - Under the **“Assign to Class”** tab, select the class section(s) you wish to send the assignment to. All active students in that class section will receive the assignment.
 - Under **“Assign to Individual Students”** type in the students name and select the student from the resulting list. You can assign to multiple students at once using this option.

Assignment Policy Manual Grade Release - Policy 4 ?

Accessible From 06 Dec 2021, 09:00 AM ? **Due Date** 17 Dec 2021, 11:55 PM ?

Assign to class **Assign to individual student(s).**

Assign this to
Please select classes. You can select one or more classes from the list below.

<input type="checkbox"/>	Class Name	Description	Student Count
<input checked="" type="checkbox"/>	RadReview Course	RadReview Course	11
<input type="checkbox"/>	Second Section	Second Section	0
<input type="checkbox"/>	Class Webinar 2021	Class Webinar 2021	0

- When you have entered all the above information, click **“Assign Now”** to send the assignment to your selected class section(s) or student(s). You can also select **“Use Later”** to save the assignment to your library to continue working on.

Create a New Assignment

Assignment Setup **3** Select Questions Assign to Students

Select Assignment Start and Due Dates **Use Later** **Assign Now**

Assignment Name Quiz #6

Instructions Please complete this 30-question quiz.


Assignment Policy Manual Grade Release - Policy 4 ?

Accessible From 06 Dec 2021, 09:00 AM ? **Due Date** 17 Dec 2021, 11:55 PM ?

- You will see a screen letting you know that your assignment was successfully assigned to your students. Your students will receive an email letting them know they have a new assignment and when that assignment is due.

Create a New Assignment

Assignment Setup Select Questions Assign to Students

 **Assigned Successfully**

The assignment will be automatically graded and results will update live as students complete the assignment.

Students have been notified by email to take the assignment.

The following classes / student(s) can start the assignment from Dec 6, 2021:

RadReview Course

[Continue](#)

F. Review Assignment Results

1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select **“ASSIGNMENTS”**.

Mc
Graw
Hill RADREVIEW™ RadReview Course (Change)

Dashboard
Learning Center
Assignments
Manage Class
Reports
Help
Logout

Students: 12 (Enrolled in Class)
Questions: 363 (Answered in 90 days)
Assignments: 17 (0 Scheduled, 1 In Progress, 16 Done)

Most Challenging Topics

Topic	Category
Pelvis	Proced
Interpersonal Communication	Patient
Thorax and Abdomen	Proced
Radiation Protection	Safety
Radiation Physics And Radiobiology	Safety

3. Once in the Assignment Status page you can see your full lists of assignments and filter by **“Scheduled”**, **“In Progress”** or **“Done”** by clicking the bars at the top of the page. To view the results of a particular completed assignment, locate the assignment on the list and click **“See results”**.

Assignment Status

17 Total | 0 Scheduled | 1 In Progress | 16 Done | + New Assignment

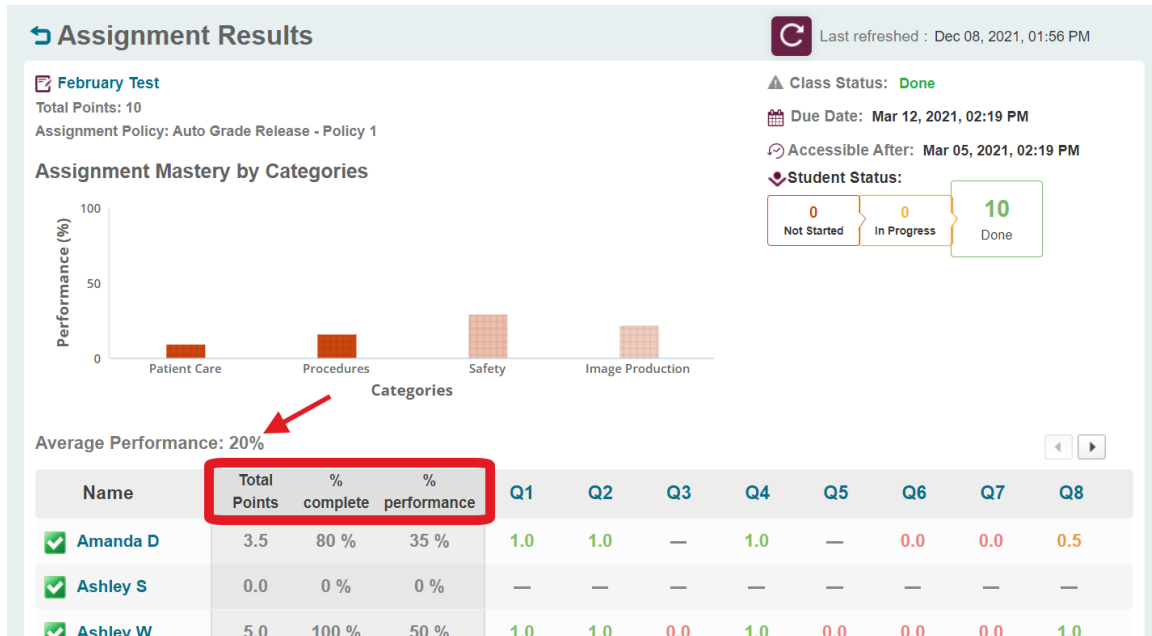
My Library

Assignment #1 **Done** Print
10 Students | 10 Question(s) | **See results**

Assignment #2 **Done** Print
10 Students | 9 Question(s) | **See results**

2021 Cohort Quiz #3 **Done** Print
10 Students | 6 Question(s) | **See results**

- On the Assignment Results page you can see the class average, the total points for each student, the % complete for each student, and the % performance for each student. There is also a graph showing % performance in each of the topic categories.



- Use the table to see how each student did on each individual question- red indicates incorrect and green indicates correct.
- Click on any value from the table to see the specific answer the student selected.

Average Performance: 20%

Name	Total Points	% complete	% performance	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
✓ Amanda D	3.5	80 %	35 %	1.0	1.0	—	1.0	—	0.0	0.0	0.5
✓ Ashley S	0.0	0 %	0 %	—	—	—	—	—	—	—	—
✓ Ashley W	5.0	100 %	50 %	1.0	1.0	0.0	1.0	0.0	0.0	0.0	1.0
✓ Dana T	2.5	100 %	25 %	View Response	0.0	0.0	1.0	0.0	0.0	0.0	0.5
✓ Erin K	4.0	100 %	40 %	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0
✓ Joe D	0.0	0 %	0 %	—	—	—	—	—	—	—	—
✓ Lacey S	0.0	0 %	0 %	—	—	—	—	—	—	—	—
✓ Sean M	2.0	100 %	20 %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0
✓ Veronica L	0.5	100 %	5 %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5
✓ Wesley H	2.5	100 %	25 %	1.0	0.0	0.0	0.0	1.0	0.0	0.0	0.5

7. You can also provide feedback to students on a specific question. Enter your feedback in the box, then click **“SAVE”**.
8. Click the arrow on the right or left to move to the previous or next question in this particular student’s assignment.

February Test (1 of 10) Student : Dana T

Q 1: What unit is used to describe occupational exposure?

- A Sv (Sievert)
- B Gy_a (gray in air/air kerma)
- C Gy_t (Gray in tissue)
- D None of the above

0.0

1.0

▶

Teacher Feedback

Enter Feedback...

Save

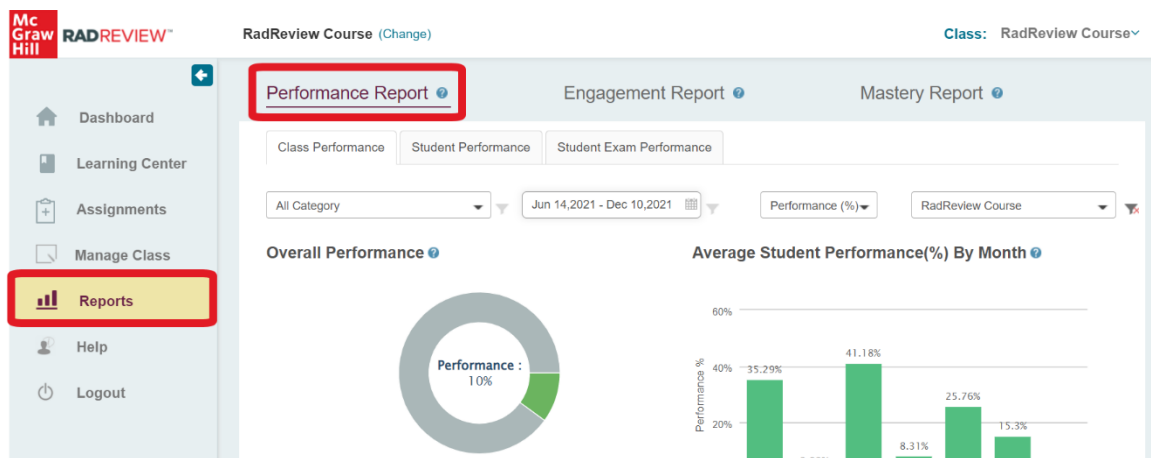
Looking at the Data: Instructor Reports

A. Performance Report

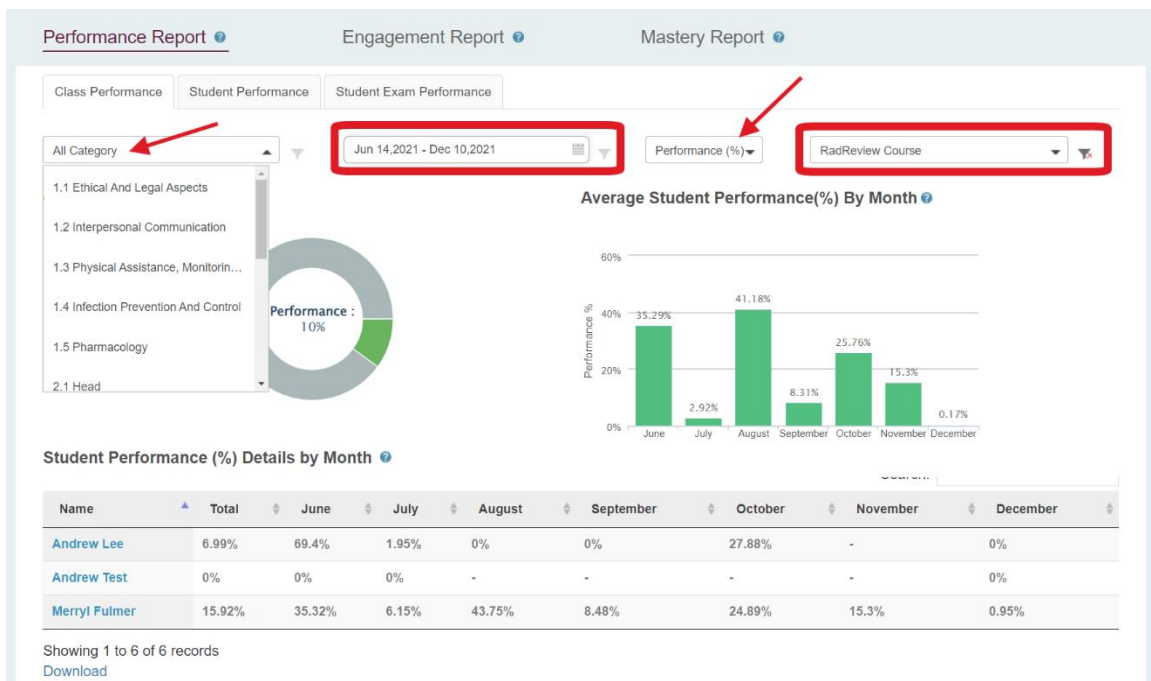
The Performance Reports show class and student performance for the selected date range. There are three different report options to view overall class performance, individual student performance, or exam performance.

To view Performance Reports:

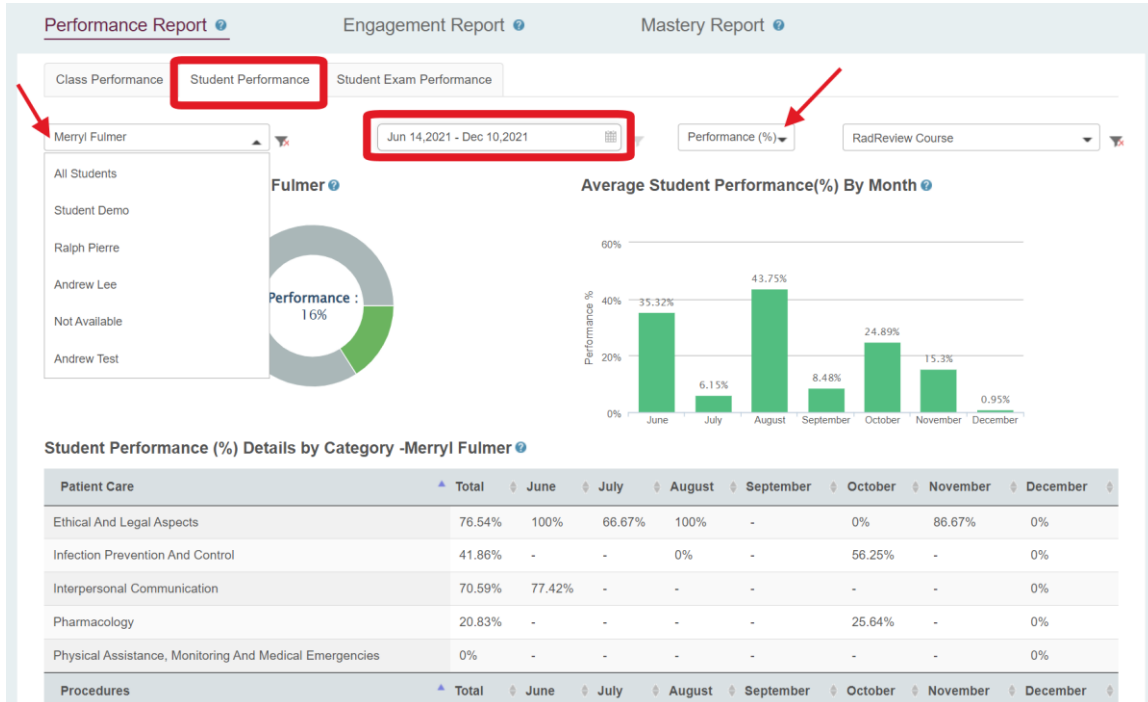
1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select **“REPORTS”**, then go to the **“PERFORMANCE REPORT”** tab.



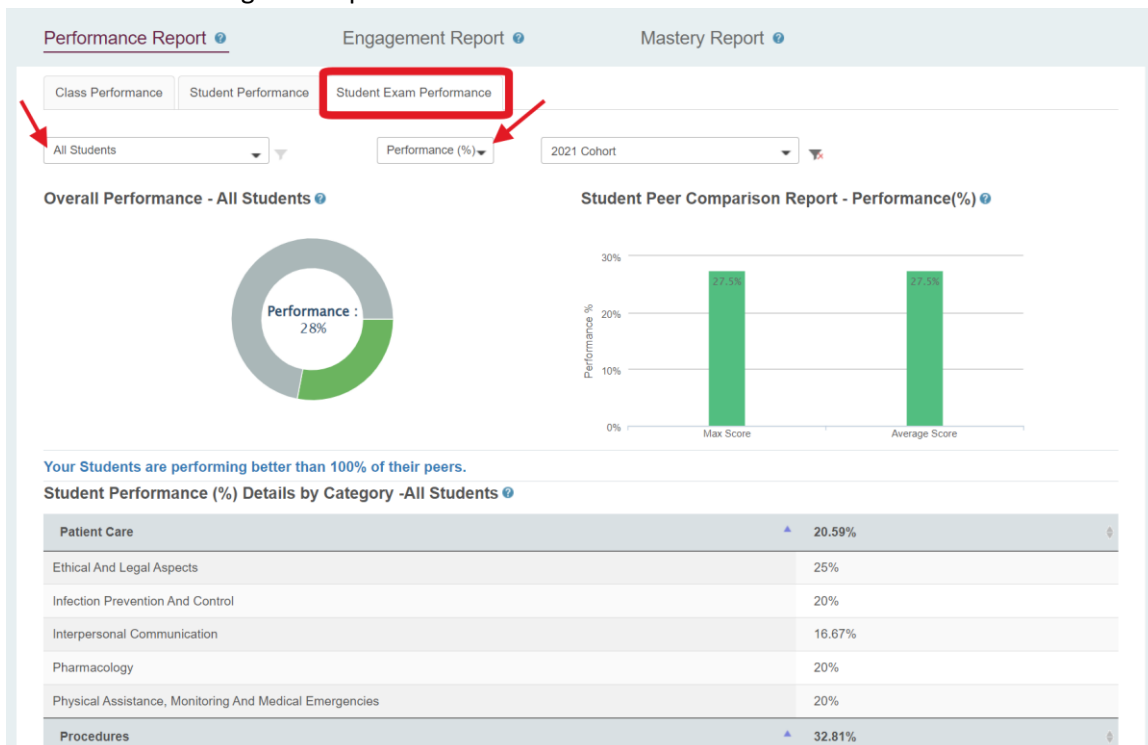
3. Under **“Class Performance”** you can view overall performance, or filter by exam category, date, or class section. Data for individual students appears in a table below the graphs.



- Under **“Student Performance”** you can view overall student performance by topic category or date, or you can filter to view data for individual students.



- Under **“Student Exam Performance”** you can view overall or individual student performance on the RadReview mock exam.
- For all three Performance Reports, you can view Performance as either **“Performance (%)”** or **“Raw Score”** using the dropdown menu.

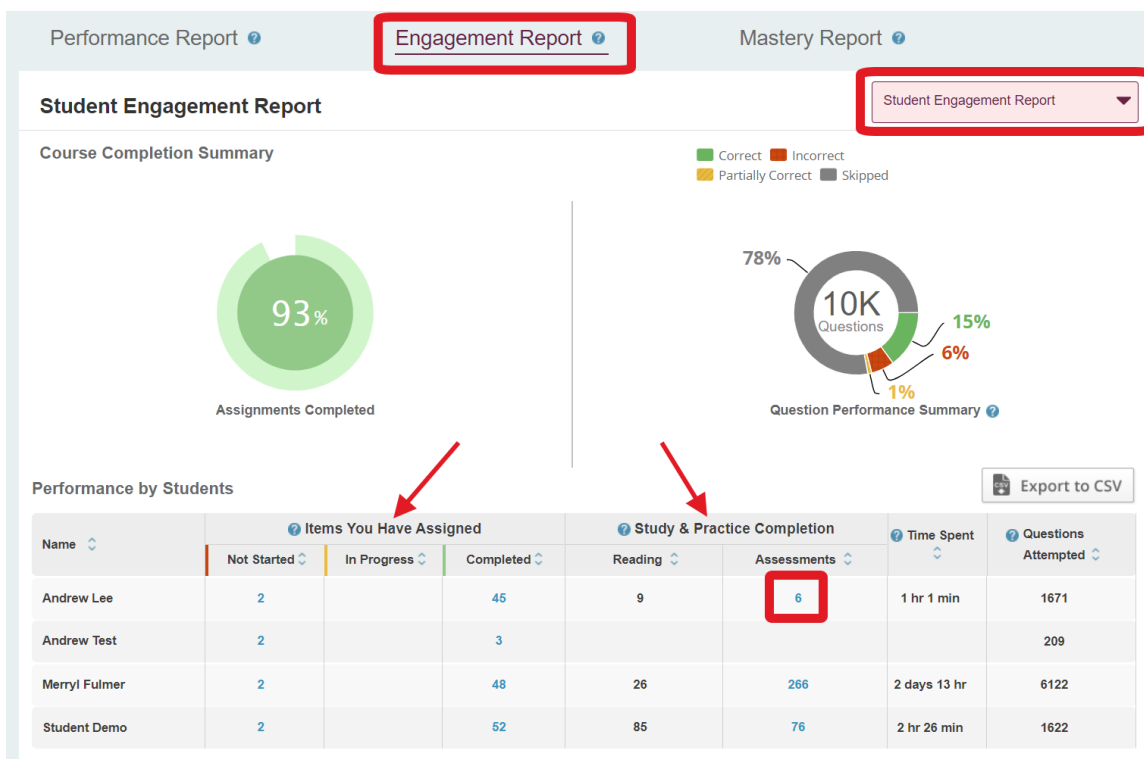


B. Engagement Report

The Engagement Report tracks student activities on RadReview, including instructor-assigned activities as well as readings and practice quizzes that students can do on their own.

To view Engagement Reports:

1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select **“REPORTS”**, then go to the **“ENGAGEMENT REPORT”** tab.
3. On the main **“Student Engagement Report”**, the table shows:
 - Assignments completed (instructor-assigned)
 - Readings completed (from the Learning Center modules)
 - Assessments completed (practice quizzes)
 - Total time spent on RadReview
 - Total number of questions attempted (includes assignments and assessments)



4. Click on any of the blue hyperlinked numbers to see more details. The numbers under **“Assessments”** will show numbered practice quizzes and section quizzes from the Learning Center.

Student: Ashley Weinhei... All Assessments 16 All 10 In Progress 6 Completed

P1.1.2: Bill of Rights Quiz Status: **STARTED**
 Time Taken: 0 sec Correct Questions: 0 Partial Correct Questions: 0 Start Date: May 17, 2021, 02:18 PM
 Total Questions: 0 Incorrect Questions: 0 Skipped Questions: 0

Quiz #1 Quiz Status: **COMPLETED**
 Time Taken: 1 min 38 sec Correct Questions: 2 Partial Correct Questions: 0 Start Date: Mar 05, 2021, 04:12 PM
 Total Questions: 10 Incorrect Questions: 8 Skipped Questions: 0 Completed Date: Mar 05, 2021, 04:14 PM

P1.1.2: Patient Confidentiality Quiz Status: **COMPLETED**
 Time Taken: 8 sec Correct Questions: 1 Partial Correct Questions: 0 Start Date: Mar 05, 2021, 03:49 PM
 Total Questions: 1 Incorrect Questions: 0 Skipped Questions: 0 Completed Date: Mar 05, 2021, 03:50 PM

- There is also a **“Student Practice Quiz Report”** available to quickly see practice quiz data for all students. Use the dropdown menu at the top right to switch to the **“Student Practice Quiz Report”**.
- In this report, you can see student performance and time spent on practice quizzes, including number of correct, incorrect, skipped, and total questions.

Performance Report Engagement Report **Student Quiz Report** Mastery Report

Sep 01, 2021 - Nov 30, 2021 Student Practice Quiz Report Student Engagement Report

This report shows student performance and time spent on practice quizzes (practice quizzes refers to the quizzes students take on their own). This report shows student performance on their quizzes, including number of correct questions, total number of questions, and time spent taking these questions during the specified date range. This report does not include any data from assignments you have given students.

Search:

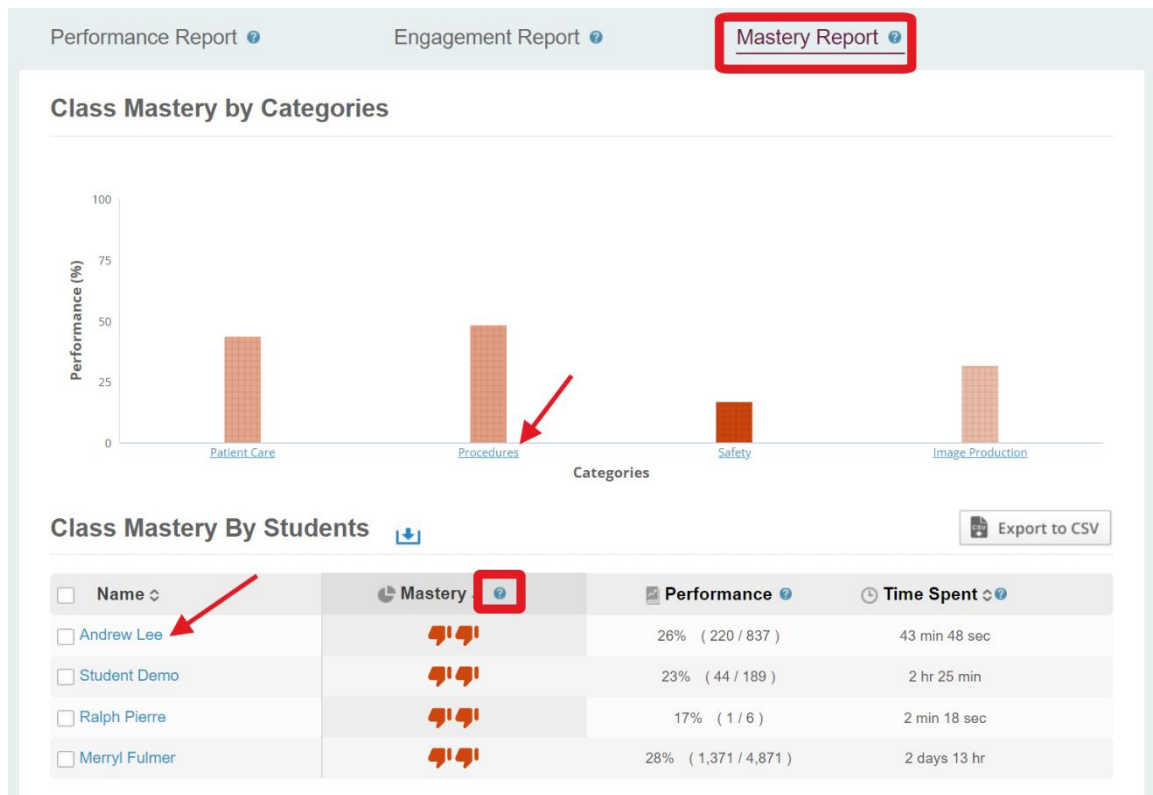
Student Name	Correct Questions	Partial Correct	Incorrect Questions	Skipped Questions	Total Questions	Performance	Time Spent
Andrew Lee	28	2	74	0	104	27.88%	2 min 31 sec
Student Demo	0	0	1	0	1	0%	11 sec
Merryl Fulmer	168	1	16	929	1114	15.13%	5 hr 21 min

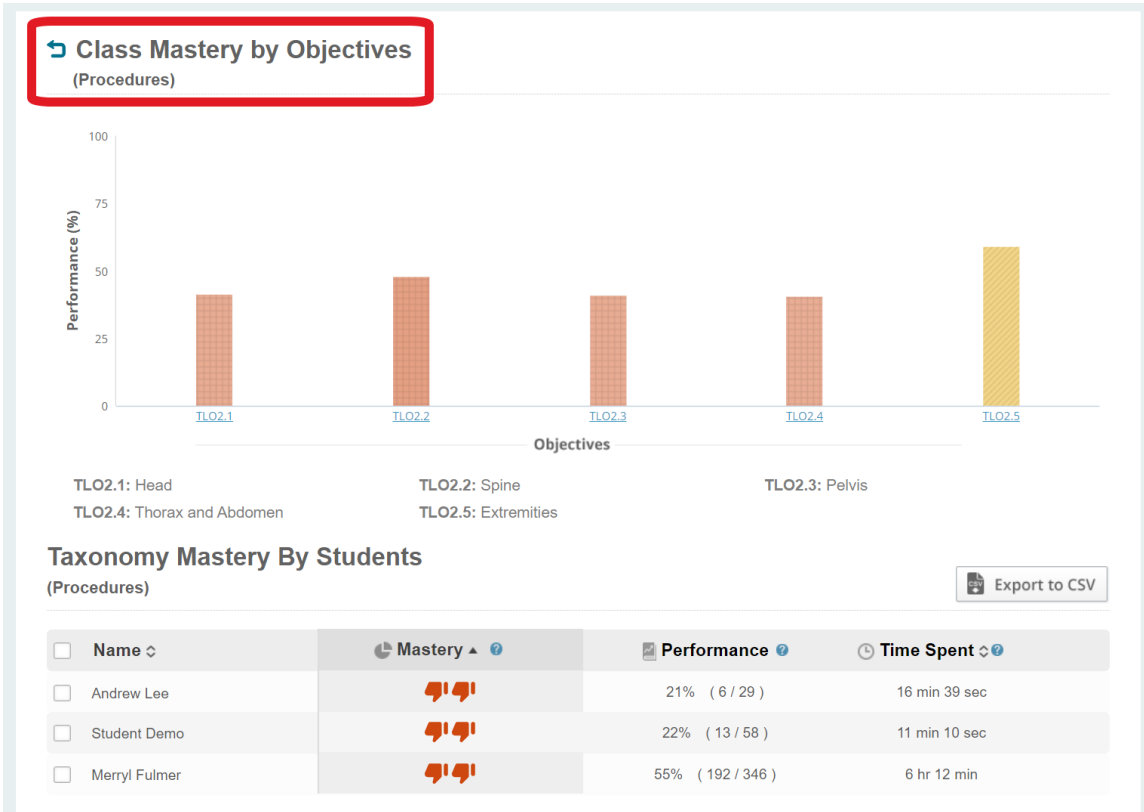
C. Mastery Report

The Mastery Report shows student performance by content category. You can view the report for your overall class or by individual student. “Mastery” gives you a quick visual for how the student is doing invarious topic areas of the exam. For a definition of the icons, click the blue question mark icon next to “Mastery” (see screenshot below).

To view Mastery Reports:

1. Navigate to <https://radreviewmhe.com/> and sign in with your instructor credentials.
2. From the main menu on the left, select “REPORTS”, then go to the “MASTERY REPORT” tab.
3. The report defaults to showing overall class mastery by categories and by students. You can click into different exam categories on the graph to get more detailed breakdowns of mastery by exam sub-topics.





- You can also click on a particular student to see their individual mastery report, which is broken down into content categories.

