



How to Administer an Exam in 6 Quick Steps

1. Click on the **Courses** button, or the **NLE icon** on the left sidebar, and click on the course that houses the exam you'll be administering (e.g., Beginning Latin, Intermediate Latin, etc.)
2. Click on **Modules** on the right sidebar
3. Scroll down and **click on the exam** in the content list, then click on the **Availability** panel on the right side of your screen
4. Locate the **Secret Code** in the Availability Panel. You'll be giving this code to your students once you're ready for them to start the exam
5. Read the **NLE Script** to your students, then give them the **secret code** so they may begin the exam
6. Once students have started the exam, click on the **Submissions button** to **monitor tracked events** for each student. Refresh this page frequently and investigate in real time if a red exclamation point icon pops up next to a specific student

NLE Script:

- “Students, please go to the Lingco login page (<https://class.lingco.io/auth/login>) and log into your Lingco account using the login credentials you created during the registration process.
- Verify that you're looking at the correct course, then click on **Modules** on the right sidebar
- Please note that the exam will show one question at a time.
 - Once you begin, you can use the **Previous** and **Next** buttons on the upper right-hand side of your screen to navigate between questions. You can also click on a specific question number in the question list on the left-hand side of your screen to view that question.
 - You can skip questions and come back to them later.
- At the end of the exam, there will be an optional survey that you can choose to complete.
 - If you choose to complete the survey: once finished, click on the Lingco tab in your browser, then click on the **Submit** button on the upper right-hand side of your screen.
 - If you do not choose to complete the survey: simply click on the **Submit** button on the upper right-hand side of your screen to submit your exam.
- This is a timed exam. Once you start, you'll see the amount of time you have remaining on the upper left-hand side of your screen. If you do not click on Submit before the timer runs out, the exam will automatically submit and close.
- Reminder: Lingco tracks key events per student. Navigating away from Lingco, trying to translate a word, opening up another tab (with the exception of the optional survey at the end of the exam), or using another program on your computer (once the exam has started) may be grounds for disqualification. These events will show up on the exam's submissions page that I will be monitoring while you complete the exam.
- Now, please click on the exam in the content list. It will prompt you to input the secret code so you may access the exam. I will now give you the secret code so you may begin.”