1. To get started, click on the link to EAQ within your course.

2. From the Home page, click on the Assignments tab located on the left side of the screen.

3. If the due date for the quiz has passed, it can be found under the Due Previously section.
4. Under this section, you can see the number of students that have completed the quiz, the number that are still in progress, and the number that have not started it.

5. To view the results of the quiz, either click on the title of the quiz, or click on Actions, then click View Results.

6. You are now viewing the Performance Report. On this screen, you can see:
   a. the due date and time, the number of quizzes that are completed, in progress, and not started;

   **Chapter 1 Mastery**
   
   Due Dec 26, 2019 by 2:30 pm
   Graded - Pass/Fail

   5 Completed 0 In progress 1 Not started
b. the percentage of students who reached the goal (for Mastery quizzes);

![Students Reached](image)

- 83%
- The topic goal

b.

![Average Correct](image)

- 88%
- 22 out of 25 Questions

c. the percentage of average correct (for Custom and Custom by Questions quizzes);

d. and finally, a breakdown of all students’ individual performance and their progress towards mastery.

![Mastery Goal Results](image)

- 5 of 6 students passed
- Diane Chambers
- Cliff Clavin
- Sam Malone
- Norm Pettersen
- Carla Tortelli
- Greg House

![Professional nursing practice](image)

- 5 of 6 students reached goal
- Current Level: Novice
- Professional nursing practice
- Potter 9e Chapter / Chapter 1, Nursing Today

1 topic covered

- Students answered 152 questions
7. To view individual student performance, click anywhere you see a student’s name.

Mastery Goal Results
Pass or Fail

7 of 6 students passed

- Diane Chambers
- Cliff Clavin
- Sam Malone
- Norm Peterson
- Carla Tortelli
- Greg House

8. This will take you to that student’s page. You can now masquerade as that student and view their work.

9. Click Exit at the top of the screen to return to instructor view.
10. To view Mastery Performance by Topic, click the Performance tab from the left menu.

11. The list of students and topics will be displayed. The topic organization filter may be changed by clicking the dropdown and selecting a new organization method.
12. The Topic Performance display can also be modified to show all students or individual students by clicking the corresponding boxes.

END OF GUIDE