



ECOTEACH MATH TEST – STUDENT INSTRUCTIONS

1. Open Internet Explorer, and go to: <http://pinochle.lib.duke.edu:8080/classes/ECONSANDBOX/>
2. Click on “Credit Math Test.” If this is your first time taking the EcoTeach Math Test, you must register, by clicking on “Don’t have a login yet? Click here to register.” If you have already registered, skip to #4.
3. Complete the login registration. Use your real full name. For your login, use your NetID. Choose your own password. Enter your Duke Unique ID from the back of your DukeCard. Enter your email address. When complete, click on the “OK” button at the top of the registration page. Verify that your information is correct and click “Yes.” Click on “Credit Math Test” again.
4. Fill in your login and password. Click “Enter.”
5. You may submit your answers under one of two math editor modes: Text or Symbol. You can move between modes, by clicking on the  picture next to each question blank. Note that the change between modes will take effect on the next question. We recommend using symbol mode.
6. You may preview your answer by clicking on the  picture next to each question blank (once you have entered the answer). This will show you in a separate dialogue box how the software will “see” your answer (i.e. if you enter “4*x”, the preview box will show that the software will recognize it as “4x.”)
7. There is no “Submit” button. You may move from one question to the next by utilizing the navigation buttons at the top left of the screen (Back, Next & Jump To). Your answers will be saved as you move through the questions. You do not need to answer the questions in order.
8. You are allowed 1 hour for the exam. Your remaining time is indicated under the question number at the top right of the exam screen.
9. When you are finished with the exam, click “Grade” at the top of the screen. The software will remind you of any unanswered questions. You may go back to complete those questions, or click “Grade” again to receive your grade.
10. We grade using “Method 1.” Ask the proctor to fill in the proctor login and password for you. They will first verify your identify by looking at your DukeCard.
11. You need 80% to pass the exam. If you would like to see details of your exam, including correct and incorrect answers (for incorrect answers, the correct answer and a tip is given) click on “View Details.” You may print the exam from the “View Details” screens.
12. If you do not wish to see your detailed results, click on “Quit & Save.” EcoTeach will receive your score tomorrow morning and will report it to the Registrar. It will take the Registrar up to three business days to add the exam to your academic record, which will allow you to register through ACES for Econ 105D.
13. You may take the exam as many times as needed to pass, but not more than once per day. Information on testing dates can be found at: <http://www.econ.duke.edu/ecoteach/undergrad/mathtest.php>

Any questions about the Math Test or registration for Econ 105D should be addressed to Jennifer Becker, Assistant to the Director of Undergraduate Studies, in the EcoTeach Center, Room 138 SocSci (jilbecker@duke.edu, #660-1881).