

Managing Grading – Part 1

Start Grading

There are two ways to enter the **Grading** area of Test Center.

1. Click on the little Guy Icon to the left of an assessment title. That will take you directly into Grade Submissions view for that assessment item.
2. Click on the **Grading link** at the top of the page. That will take you to a list of assessments from which you click on the item you want to grade.

The screenshot shows the Test Center navigation bar with links for Question Pools, Assessments, Grading, and Test Drive. The Grading link is circled in blue and labeled with a '2'. Below the navigation bar is the 'Assessments' section, which includes a table of assessments. The first row of the table is circled in red and labeled with a '1'. The table has columns for Type, Title, and Open Date.

Type	Title	Open Date
Quiz	Quiz #1	Dec 1, 2007 6:00:0
Quiz	Chapter 2 Alternate Quiz	Dec 5, 2007 6:00:0

Something Needs to Be Graded Icon

When you click on the Grading link at the top of the page in Test Center, you'll see a list of all published assessments, both those with and without submissions.

All your published assessments will be listed - open, closed, or not yet open. By the way, your students will see all of the published assessments, too, along with their status.

If all the questions are objective, they are scored automatically by the system. To see completed submissions by students, you'll have to click on the title of the assessment to go to Grade Submissions to find out.

The screenshot shows the Grading page with a table of assessments. The table has columns for Title, Open Date, Due Date, and Status. The Status column is circled in red. The table lists three assessments: Quiz #1, Chapter 2 Alternate Quiz, and Chapter 2 Quiz.

Title	Open Date	Due Date	Status
Quiz #1	Dec 1, 2007 6:00:00 AM	Dec 10, 2007 11:00:00 PM	Open
Chapter 2 Alternate Quiz	Dec 5, 2007 6:00:00 AM	Dec 31, 2007 11:00:00 PM	Open
Chapter 2 Quiz	Dec 5, 2007 6:00:00 AM	Dec 31, 2007 11:00:00 PM	Open

Grade Submissions

When you click on the little guy icon in the left column, or from the list of assessments on the Grading page, you will go to the Grade submissions for a particular assessment. It will look like the screen shot to the right, with the title of the assessment and total points possible up at the top of the page.

The list of students is listed at the bottom of the page. The names of those students who have turned in submissions will be blue links. Those with no submissions yet will have black, un-clickable student names.

The default page is **Grade Submission** and allows you to view each student's complete submission at a time. To view a student's submission, simply click on their name and their assessment will open up.

Grade Submissions

Quiz Chapter 1
Total Points: 40.0

[Grade Submissions](#) [Grade Questions](#)

Global Actions (for this Test)

- ✓ [Release evaluated submissions](#)
- ✓ [Release all submissions](#)
- Adjust the score of all submissions by
- [Add comments to all submissions](#)

Viewing 1 - 7 of 7

Name	Finished	Status	Tries	Auto Score	Final
Administrator, Sakai		Not started	0/10	-	<input type="text"/>
fransham, kathy	Nov 27, 2007 2:31:29 PM	Released	1/10	35.0	35.0
student, kathy1		Not started	0/10	-	<input type="text"/>
student, kathy2		Not started	0/10	-	<input type="text"/>
student, kathy3		Not started	0/10	-	<input type="text"/>

If a student has submitted more than one try, the best, highest auto-scored version will show in the list. There will be a little blue **View All** link under the tries for that student.

Click on the link to see all of the tries submitted. All the tries with their scores will be listed, including the exact date / time for each. The **View Highest** link will return to showing only the best auto-scored attempt.

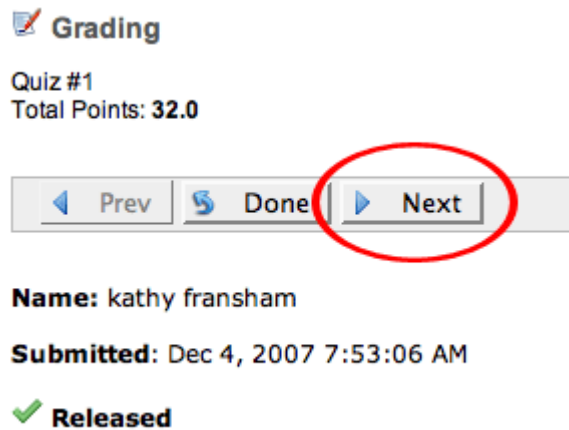
If you have mixed non-objective questions (essay / task) with objective questions on an exam, if you accept multiple tries, a student may do better on the objective questions on one try, and better essay answers on another try, so you'll want to grade both tries.

(Actually, it is best to not mix objective with essay questions on the same exam.)

Clarification:

When you're grading tests, there is a **Next** link at the top of each exam that allows you to jump from Student 1 to Student 2 to Student 3, etc.

However, if a student has submitted more than one try, this Next link does **NOT** go to all that student's tries. It only goes to the next highest student submission that is counted.



Grade Questions

When you click on the Grade Questions link, a page appears with all questions on the test listed that at least one student answered.

Objective questions are graded automatically by the system, so they will not have a grading icon next to them. They don't need to be scored by you.

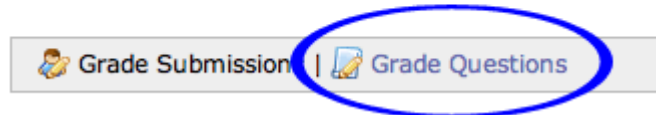
Questions which have submissions and need to be manually graded will have a little icon with a red grading pen to the left of the question. Click on that icon to open a list of all submissions for only that question.

Once again, the icon disappears once everything has been graded.

Sometimes it is easier to grade essay questions if you can just stick to grading one question at a time for the entire class. In that case, you may want to switch to **Grade Questions** on the Grade Submissions page.

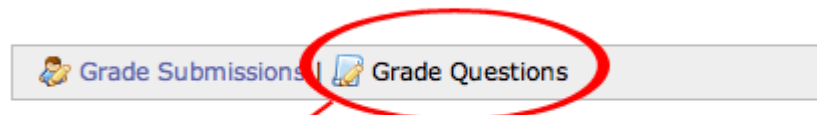
Grade Submissions

Quiz #1
Total Points: 32.0



Grade Questions

Quiz #1
Total Points: 32.0



Part 1 of 2

The most common dog/cat name in the US is Max.

 Which animal is predatory?

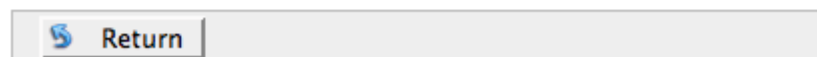
 Which animal would you like for a pet, and why?

Part 2 of 2

Match the animal with the behavior.

There are more insects than people alive today.

Which animals below are the most common pets in America?



You'll see a list of students with their answers. There is a box where you can make comments back to the student, and most importantly, a box where you can put the score for that question.

When you are done grading the responses listed on the page, click on the next arrow (pagination) to move to the next set of submissions. Thirty submissions are shown per page.

When you're done grading that question for all students, click the **Done** button at the bottom of the page to return to the list of questions.

If you're done grading all questions, click on the **Return** button at the bottom of the Grade Questions page to go to Grading home.

By the way, that little icon that indicates something needs to be graded will no longer be next to the questions you've graded unless you receive more new submissions to grade.