

## Module 10D - Grading Assessments

### Grade Submissions

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### Grade Submissions

There are two ways to enter the **grading** area of AT&S.

1. Click on the little **Fellow or red pen icon** to the left of an assessment title. It will take you directly into Grade Submissions for that item. The little person icon indicates that there are submissions but all are graded. If there is a red pen icon, it means that you have student submissions that are ungraded.
2. Click on the **Grading link** at the menu bar. It will take you to a list of published assessments that you can grade.



### Something Needs to Be Graded Icon

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



If there are essay questions that need to be manually graded, you will see a small icon to the right of the status column, indicating it needs your attention. The little icon that indicates something needs to be graded will disappear once everything has been graded. It will show up again if new submissions that need to be graded are received.

**Note:** You must grade each question (i.e. enter a score for the question) and not simply add a final score for the assessment. If you leave a question's score field blank, the system does not know that you've graded it and the pending grading icon will remain.

### Grade Submissions

To grade submissions, click on the live submissions icon to the left of an assessment on the list of Assessments or on

the title of an assessment on the Grading page. You will be taken to the Grade Submissions page for the assessment.

It will look like the example below, with the title of the test and total points possible up at the top.

Grade Submissions

Quiz 1 - Modules 1-7  
Total Points: 10.0

Grade Submissions | Grade Questions | Summary of Data

**Global Actions (for this Test)**

- ✓ Release evaluated submissions
- ✓ Release all submissions
- Adjust the score of all submissions by
- Add comments to all submissions

Name	Started	Finished	Auto Score	Final	Evaluated	Released
[Redacted]	Apr 11, 2010 7:44 PM	Apr 11, 2010 8:02 PM	7.0	7.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	Apr 12, 2010 10:46 AM	Apr 12, 2010 10:51 AM	8.5	8.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	Apr 12, 2010 5:17 PM	Apr 12, 2010 5:24 PM	8.58	8.58	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[Redacted]	Apr 12, 2010 5:29 PM	Apr 12, 2010 5:39 PM	8.0	8.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The list of students is listed below the global options for the assessment. The names of students who have submitted their assessments will be shown in blue links. Those with no submissions yet will be listed in plain black text. Status can be: Not Started, In Progress, Submitted, Evaluated, or Released. You can sort the submissions by status.

The default grading page is **Grade Submissions**, which allows you to view all of one student's answers at a time. If all questions on the assessment are objective, they are scored automatically by the system. To see a student's submission, click on the title of the assessment to go to Grade Submissions. If there are essay questions on the test, you'll have to score those yourself.

The Grade Submission page lists all students. If you have a very large class, you can limit each page to show 30, 100 or all students on one page. Remember that if you list many students per page, it could take a few seconds longer for that page to load.

Viewing 1 - 28 of 28 30 / page

30 / page  
100 / page  
All

If students have submitted multiple tries, all of their submissions will be listed by default. Multiple submissions by a specific student will be displayed one after another in the list of submissions, in alpha order and submission date. If instructors want to see just the best effort for each student (the one with the highest score that counts and was sent to the gradebook), they can check the "View best only" option at the action bar.

Viewing 1 - 21 (of 21) 30 / page  View best only

Name Started Finished

By default, all submissions (even multiple tries) are listed. When clicking on a student's submission, if he had submitted several, clicking on Next will take you to their next submission. You can identify the submissions by their unique started and finished dates.

If you have mixed essay questions with objective questions on an exam **and** you allowed multiple tries, a student may have done better on the objective questions on one try, and better on the essay answers on another try. You may want to review and evaluate all the attempts / submissions per students to see the best essay responses. It is probably not a good idea (labor-intensive for graders) to allow multiple tries in assessments that include essay questions.

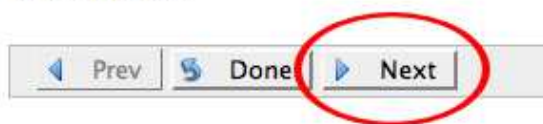
### Workflow - Grading Submissions:

When you're grading assessments, 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.

#### Grading

Quiz #1

Total Points: **32.0**



**Name:** kathy fransham

**Submitted:** Dec 4, 2007 7:53:06 AM

 **Released**

If a student has submitted multiple attempts and you have checked "view best only," the [Next](#) link does **NOT** go through all submissions for a student. It takes you to the next student's submission, bypassing any additional submissions of the student you are evaluating. Only the best submission per student, which is counted toward grading, is included in the navigation structure. If you'd like to see other tries for a student, uncheck "view best only" on the grade submissions page.

You may also notice some other user interface differences in the grading views to enhance efficiency in grading. For example, assessment instructions are collapsed in all grading questions as sometimes, assignments can be pretty lengthy and add to unnecessary scrolling when grading. Likewise, model answer and hints are collapsed, as well. Any of these components can be expanded with a click on their heading which is a hot link. They'll expand inline.

07/06/2010

Grade By Question

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### [Grade Questions](#)

The most efficient way to grade essay questions is to grade all the submissions for a question for the entire class at a time. To do so, you may want to switch to [Grade Questions](#) on the Grade Submissions page.

 **Grade Submissions**

Quiz #1  
Total Points: **32.0**




When you click on the Grade Questions link, a page appears with list of all questions on the test that were answered at least once.

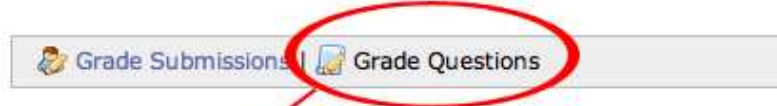
Objective questions are graded automatically by the system, so they will not have a "pending grading" icon next to them. If you want to review how all students did on an objective question, you can preview all the submissions for a question under Grade Questions or in Summary of Data (under Grading).

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

*Once again, the 'pending grading' icon disappears once everything has been graded.*

 **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?

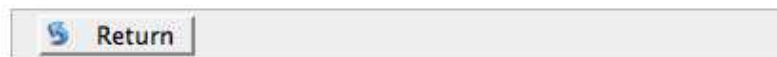
 Which animal would you like for a pet, and why?

**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, including the dates and times they started and finished the assessment. 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. You may also attach documents back to students.

Finished: Mar 13, 2008 10:24 AM - late

**Answer**

1. Site navigation and how to access the site links.



10.0 Auto Score: - (max 10.0)

**Don't Forget to Put in Score!**

**Comments**

I'm glad to hear that you have figured out the work flow here. It's a good idea to have a question, there are probably others who are, too.



Click on "Browse" to locate a file, then "Upload" to attach it to these comments.



For 1-question assessments (i.e. a typical format in assignments), you will have two additional checkboxes in the grade questions view: mark as evaluated and release grade to submitter.



Click on "Browse" to locate a file, then "Upload" to attach it to these comments.

- Mark as evaluated
- Release grade to submitter

These options allow you to keep track of your grading progress and release scores to students as you go, instead of waiting to release all submissions at once, at the end. If you check these boxes as you grade, you will be able to see whose submissions you have evaluated and released at a glance from the main grade submissions page.

Evaluated Released



Keep the following tips in mind while grading responses by question:

- Click the **Save** button often. Your comments and scores will not be saved until you click Save, Done, or Next, so if you lose your Internet connection while grading, you'll lose less if you save often.
- If there are more than 30 submissions on the Grade by Question page, when you click on **Next** to go to the next page, the current page's scores and comments will be saved at that time.
- When you're done grading the answers to a question by all students, click the **Done** button at the bottom of the page to return to the list of questions. Select another question to grade its submissions, as needed.

When you're done grading all questions, click **Return** button at the bottom of the Grading Home page.

07/06/2010

Grading & Commenting on Essay Questions

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## Grading & Commenting on Essay Questions

When you're grading a question, you can see the student's submission in the Answer box.

You can comment directly within the student box if you want to mark up their submission. To help your students see your inserted comments versus what they composed, change the color of your comments using the color picker provided.

Be sure to put the point score for each answer in the box right under the student answer box. There is also a comments box for every answer.

The Final Score is automatically tabulated by the software so you don't need to enter anything in that field.

At the very end of Grading A Submission page, there is an Overall Comments box where you can add evaluation comments relevant to the student's performance and effort in the entire assessment, as opposed to a response to a specific question.

When you're done grading a student's submission, you want to do the following:

- Click "Mark as evaluated" but not check "Release grade to submitter" if you want to mark the submission as evaluated (for your own tracking of what you've graded), but do not want to return your comments and score to the student until a later time.
- Check "Release grade to submitter" if you want to return the score and your comments to the student and send the grade to the gradebook (if that option was enabled in settings).

Click **Next** to go to the next student's submission.

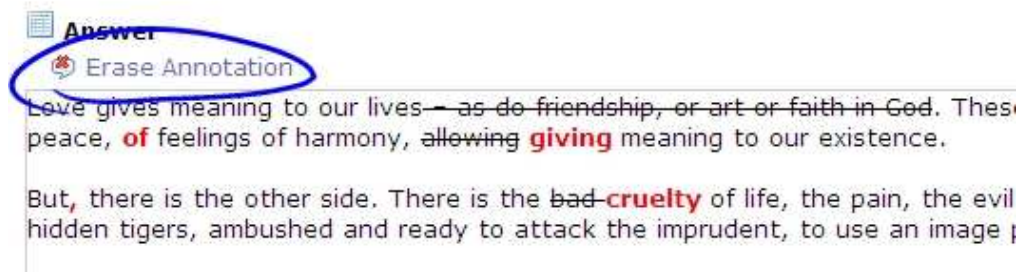
The screenshot displays the grading interface for an essay question. It includes the following elements:

- Answer Box:** Contains the student's submission: "I would change blah blah blah blah..".
- Comments Box:** Contains the comment "Wow! What words of wisdom!". Below it is a rich text editor with a toolbar and a score field showing "10" and "Auto Score: - (max 10.0)".
- Final Score Field:** A text input field containing "10".
- Overall Comments Box:** A large text area for overall evaluation, also with a toolbar and a score field showing "10".
- Navigation and Action Buttons:** Includes "Browse..." and "Upload" buttons for attaching files, a "Mark as evaluated" checkbox, a checked "Release grade to submitter" checkbox, and "Prev", "Done", and "Next" navigation buttons at the bottom.

Blue arrows in the image point to the comment "Wow! What words of wisdom!", the text "Add comments here and here", and the "Overall Comments" box.

## Erasing Grader Comments in Student Submission Box

Occasionally you will mark up a student's submission when grading it, and then realize that you want to clear all your comments and return to just what the student submitted. (You were in a really bad mood and overdid it, making it bloody red with corrections, and now you've come to your senses.)



Right above the student's submission box, there is now see a link called "Erase Annotation." When you click on "Erase Annotation," it will get rid of all your comments, highlights, font coloring, etc.

This feature can also be used to restore a student's work to its original form if you accidentally delete a portion of a student's submission by mistake - say you rest your hand on the backspace key or somehow you compromise a student's submission. "Erase Annotation" goes to the database and restores a student's original submission.

### Annotating Inline with Double Brackets {{}}

In addition to using the editor's color function to highlight inline comments to students' submissions, instructors may also put in {{your text}} around their comments, when annotating a student's inline answer to essays or tasks questions in assessments.

Brackets may be used to insert comments within the student's submission or in the overall comments box.

See example of instructor comments surrounded by double brackets.

**Name** Submission

Student, Finished: Jan 12, 2010 4:26 PM  
Five

**Answer**

Erase Annotation

Forget this! I'll take a small normal phone, and get an Apple Tablet, whenever it comes out, for portable computing!

{{This is a bit too strong of a statement. Be more open-minded!}}



Inline comments surrounded by double brackets will show as 'red' when displayed in review to the submitter.

**Answer**

Forget this! I'll take a small normal phone, and get an Apple Tablet, whenever it comes out, for portable computing!

This is a bit too strong of a statement. Be more open-minded!

They will show literally as {{text}} when the grader is editing the annotations and comments in the tinyMCE editors in the grading views. The red color shows up only in student view.

01/30/2010

How Scoring Works

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This section explains how each question type is scored.

Objective Questions

<b>Multiple Choice Single Correct Answer</b>	Multiple choice questions with a single answer award 100% points for a correct answer and 0 points for an incorrect answer.
<b>Multiple Choice Multiple Correct Answers</b>	Multiple choice questions with more than 1 answer will award 100% points if all correct answers are chosen and no incorrect ones.

In multiple choice questions with multiple correct answers, AT&S deducts points for incorrect answers down to zero, but it will not go negative. The software **divides** the total number of points for the question **BY** the total number of correct choices, and that's the penalty students will get for each incorrect choice checked.

Example 1:


Suppose you have a M/C question that is worth five points. It has five choices, one of which is correct. The correct answer is, therefore, worth the full five points. Each incorrect answer will result in the deduction of five points, as well.

If a student checks the correct choice, but also checks two incorrect choices, she will earn 0 points: Five points for the correct choice, minus five points for each of the incorrect ones (-10). The software does not go negative. She earns zero.

**Question 1 of 2    Score: 0    (of possible 5 points)**

Which browser(s) is/are recommended for Macs?

- A. Firefox
- B. Safari
- C. Internet Explorer
- D. Opera
- E. Camino

 Answer Key: A

Example 2:


Suppose you have a M/C question that is worth five points. It has five choices, two of which are correct. Each correct answer is worth 2.5 points. Each incorrect answer will also result in the deduction of 2.5 each.

If a student checks both of the correct choices but also checks another choice that is not correct, she will earn 2.5 points total. The student will earn 5 points for the correct choices, and will be deducted 2.5 for the incorrect choice.

**Question 2 of 2    Score: 2.5    (of possible 5 points)**

Which browser(s) is/are recommended for PCs?

- A. Firefox
- B. Safari
- C. Internet Explorer
- D. Opera
- E. Camino

 Answer Key: A,C

<b>True False</b>	Since T/F questions are single-answer by definition. A correct answer is awarded 100% points and an incorrect answer gets 0 points.
<b>Fill In The Blank Single Blank</b>	Fill in questions with a single answer give 100% points for a correct answer and 0 points for an incorrect answer.
<b>Fill In The Blank Multiple Blanks</b>	<p>Fill-in questions with more than one blank will give 100% points if all answers are filled in correctly.</p> <p>If there are multiple blanks, each blank is worth an equal proportion of the total number of points of the question. The total points received will be the number of answers filled in correctly times that proportion. There is no penalty for incorrect.</p> <p>For example, if there is a fill-in question worth 5 points with three blanks, each blank is worth 1/3 of 5, or 1.67 points. If a student answers two blanks correctly but not the third, the student gets (1.67 X 2 ) or 3.33 points for that question.</p>
<b>Matching</b>	<p>Matching questions have multiple answers (pairs). Each correct pair matched is worth an equal proportion of the total number of points for the question. For each correct pair, the student gets that proportion. There is no penalty for incorrect pairs.</p> <p>For example, if there is a 5-point matching question that has 6 matches, each answer is worth 0.83 points. So if the student answers 4 out of the 6 matches correctly, he'll get (4 x 0.83), or 3.33 points for that question.</p> <p>Note: It is a good idea to place matching questions into its own pool worth more points than, let's say, True/False. That way the question will carry more weight.</p>

[Non-Objective Questions](#)

<b>Essay or Task</b>	Essay or task questions are graded manually. The instructor decides on the point total and assigns accordingly.
<b>Likert Scale</b>	Likert Scale questions are not graded. They are used for surveys to rate opinions or beliefs, and, by design, they they are never assigned points

[What is "Partial" Scoring?](#)

If your assessments have essay questions that you have not graded yet and your assessments are set to "automatic release," then, students will be able to see how many points they earned in Review (if enabled). However, if you haven't graded the essay questions yet, the total score that students will see in review is "partial" - and thus, the designation. The score will be listed as 'partial' until you grade the essay / task questions and release the submissions to students.

If you don't want students to see a (partial) score until AFTER you have graded the essay questions, then choose "manual" grading in the settings of the test instead of "automatic." This way, you can choose when you want to release grades to students (the whole class or individually), as you grade each submission or all at once when you are done.

07/06/2010

Grade Non-Submit Tasks or Unsubmitted Assessments

[Grade Non-Submit Tasks or Unsubmitted Items](#)

If your students will not submit anything in Etudes, you can set up a 'task' question type and choose the submission type that specifies that no submission will be required by students. For example, if your students are required to give in-class speech, you can create an assignment with a task question to add scores and comments to students about their performance. You can also set to have their score to be sent to the Gradebook tool. When you go to actually grade this question, it may not be immediately apparent how to score non-submit task questions.

There may be cases where a student missed a deadline or didn't submit anything online, but submitted something via hard copy. AT&S allows you to force a grade and return comments back to the student.

Just follow these steps:

Grading

Title	Open Date	Due Date	Status
Quiz Part	open	open	Open
Sample Survey	open	open	Open
TASK only	open	open	Open

No Submissions to this assessment

On the Grading page, click on the title of the assessment that contains an unsubmitted item. If it's a Task where students didn't submit anything, there won't be an icon indicating something is waiting to be graded.

If it's a regular question type, but some students turned submitted a hard copy instead of online, they will not have a score in the Final box.

It could even be that the assessment contained several parts, and one part of the assessment was not submitted online.

Viewing 1 - 2 of 2 | 30 / page

Name	Tries	Finished	Auto Score	Final
Mackey, Kathy	(no submission)	Not started	-	<input type="text"/>
Student, Test	(not active)	Not started	-	<input type="text"/>

Done Save

If a student has not submitted anything, on the list of students and their scores, nothing is active. Student names are blacked out. The final score box is empty. Status is Not Started.

In the Final box, put a score. This can be 0, or the actual point score you want to assign to the unsubmitted item.

Click the Save button at the bottom of the window.

Viewing 1 - 2 of 2 | 30 / page

Name	Tries	Finished	Auto Score	Final
Mackey, Kathy	1/1	Not started	-	<input type="text" value="16.5"/>
Student, Test	1/1	Not started (now active)	-	<input type="text" value="17.05"/>

Done Save

Once you click the Save button, the students' names become active links.

Click on a student name to open the comments area for that student.

**Question 1 of 1**

PowerPoint Presentation in class.

No answer is expected for this question.

**Comment & Grade  
a Task Question**

5 Auto Score: - (max 5.0)

**Comments**

Overall, great job on your presentation. You may want to practice more so you get out of the habit of saying, "Um...." and "and, and, and."

In this area, you can adjust points and insert comments back to the student. As with other grading, at the bottom of the page, click the Done or Next button to move on.

01/30/2010

[Download All Submissions of a Question](#)

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Assignments, Tests and Surveys (AT&S) offers instructors the ability to download onto their desktops all student submissions (inline and / or attachments) for essay or task questions included in their assignments or exams.

The functionality to batch download all submissions for a question to review offline is available in AT&S under "Grade Questions". While in AT&S, click on Grading, click on the title of the assessment, and then click on **Grade Questions**, as in the below screen shot. A list of the questions (one or more) for the assessment will be listed.

To the right of each question, you will see a zip file with all the submissions.



A zip file is automatically created by the system once student submissions have been turned in. A link to the zip file is available to the right of the question (under "Grade Questions") for instructors to download.

The zip file includes the title of the site to differentiate it from other zip files on one's desktop.

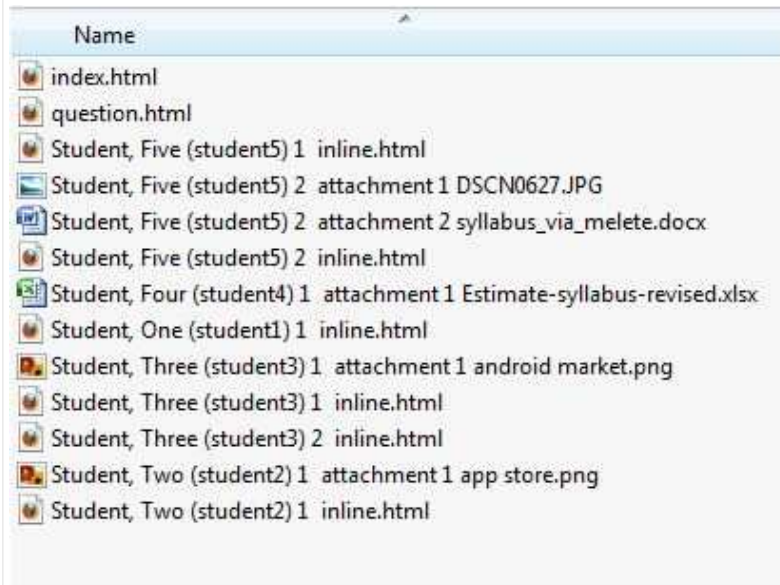
Submissions are downloaded into **ONE folder** and are labeled as follows:

**Attachment Submissions:** last name + first name + (student id) + filename\*

**Inline Submissions:** last name + first name + (student id) + inline.html

\*The original name of student uploaded files is preserved.

See Example of a downloaded zip file / folder:



The above format ensures that:

- Submissions are sorted alphabetically by last name.
- Submissions from students who have the same last and first name can easily be identifiable by the userid that is included in parentheses.
- All assessment submissions by the same student (inline and / or attachments) are grouped together. The latter is important if instructors require that students submit multiple attachments as part of the question.

In addition to the student submissions, the zip file / folder includes two more important files:

- question.html
- index.html

The "**question.html**" file includes the text of the question, so that instructors can refresh their memory as to what they are grading if they don't get to the downloaded submissions right away.

The "**index.html**" file lists the question and all the student submissions in a user-friendly web page, allowing the instructor to view and open each submission, grouped by student. The date of the student's assessment submission is also included. At the top of the index.html page, a link to the question is provided for easy review of the assignment or essay text.

Here is an example of an index.html page, designed to 'look up' the contents of the folder.

**assignment "Smart Phone Showdown"**Submissions for question: "[In this essay, compare the latest offerings from Apple and G...](#)"

Student, Five (student5) Jan 12, 2010 4:26 PM

- [inline](#)

Student, Five (student5) Jan 12, 2010 9:11 PM

- [inline](#)
- [DSCN0627.JPG](#)
- [syllabus via melete.docx](#)

Student, Four (student4) Jan 12, 2010 9:12 PM

- [Estimate-syllabus-revised.xlsx](#)

Student, One (student1) Jan 12, 2010 4:18 PM

- [inline](#)

Student, Three (student3) Jan 12, 2010 4:25 PM

- [inline](#)
- [android market.png](#)

Student, Three (student3) Jan 12, 2010 9:14 PM

- [inline](#)

If a student submits more than once (i.e. was allowed to resubmit), all of their submissions will be listed. You can recognize which submission is first, second, etc. by the date stamp.

01/30/2010

Special Access

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**Special Access While Grading**

While you are grading submissions, you may find the need to give special access to students (their submission was incomplete, etc.). On the right side of the page, next to each student, there is the little person special access icon. Click on it and the Special Access page will open directly for that student. Set the access options and click on Done.

The icon next to each student's submission will show if they have already been granted special access privileges or not. If students have been granted special access privileges, the special access icon will have a magnifying glass, indicating that you can click on it to view the permissions. If the special access icon has a

green add sign, it means that there are no permissions assigned for that student and you can click on it to grant special privileges.

**This icon indicates special access has been granted this student** 

**This icon indicates this student has no special access privileges** 

You may also grant special access to a group of students from the Assessments view. The special access icon is located to the right of the dates of each assessment. Click on it to access the special access page for the assessment. Click on Add, and then select one or more students to give special access rights to. To select more than one student, hold down the CTRL key (or Apple key) while selecting students with your mouse.

04/10/2011

Summary of Data

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Summary of Data

To access [Statistics](#), go to the grading page for the assessment.

Click on the [Summary of Data](#) link at the top of the page.

 **Grade Submissions**

Week 1 Quiz  
Total Points: **25.0**

 Grade Submissions |  Grade Questions |  **Summary of Data**

You can get a summary of data that shows each question on an assessment:


- what the question is
- how many students answered the question
- how many students chose each answer
- what the correct answer(s) is
- answer key
- how many students did not answer the question

**Random draw** (worth 1 point) **19 answers**

Which items appear on a class Home Page? (Check ALL that apply.)

- A. Recent Chats **94%** (18)
- B. Recent Discussions **15%** (3)
- C. Recent Announcements **100%** (19)
- D. New Modules **0%** (0)

None unanswered

 Answer Key: A,C

In addition to assessment questions, you can also see a summary of data for survey questions.

Finally, if you had essay questions in your test, survey, or assignment, you will see the student inline responses in the summary of data, all in one page.

**Question 5 of 5 23 answers**

I found this course **valuable** and **will recommend it**

- Strongly Agree **69%** (16)
- Agree **26%** (6)
- Undecided **4%** (1)
- Disagree **0%** (0)
- Strongly Disagree **0%** (0)

*None unanswered*

01/30/2010