

RUBRICS, ASSESSMENTS, AND GRADING

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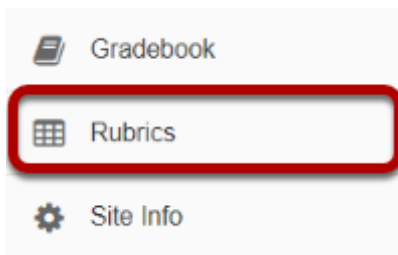
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Rubrics

What are Rubrics?

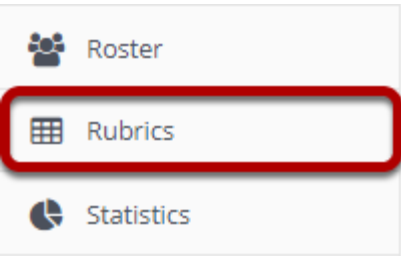
The Rubrics tool allows instructors to create and share grading rubrics for use in Sakai tools such as Assignments, Forums, Tests & Quizzes, and Gradebook.

To access this tool, select Rubrics in the Tool Menu of your site.



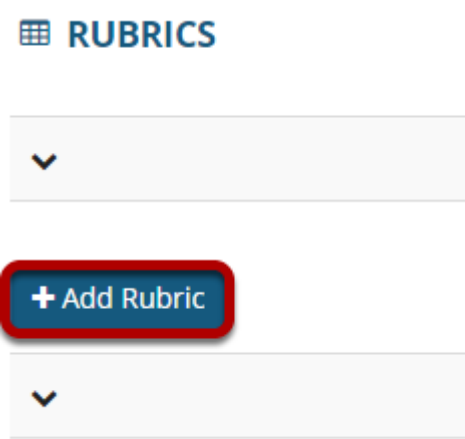
How do I add a rubric to my site?

Go to the Rubrics tool.

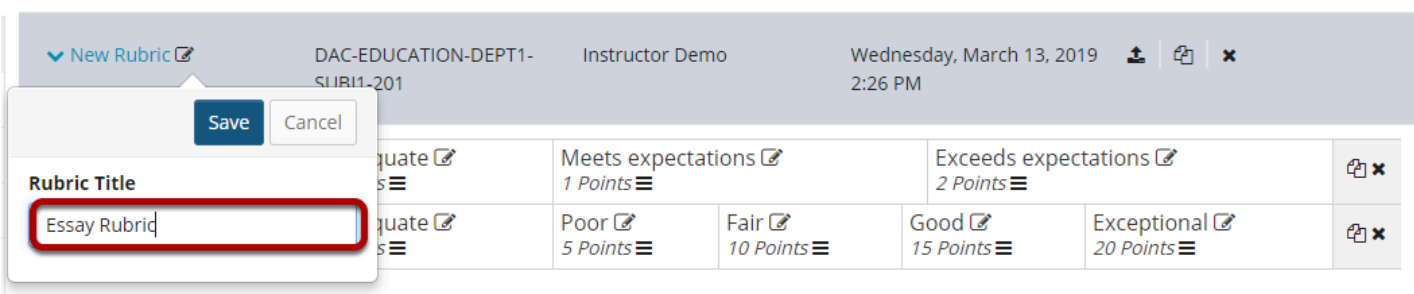


Select the **Rubrics** tool from the Tool Menu of your site.

Select Add Rubric.



Enter a Rubric Title.



Edit the existing criteria.

▼ Essay Rubric✎						
DAC-EDUCATION-DEPT1-SUBJ1-201		Instructor Demo		Wednesday, March 13, 2019 2:43 PM		
≡ Criterion 1✎	Inadequate✎ 0 Points≡	Meets expectations✎ 1 Points≡		Exceeds expectations✎ 2 Points≡		
≡ Criterion 2✎	Inadequate✎ 0 Points≡	Poor✎ 5 Points≡	Fair✎ 10 Points≡	Good✎ 15 Points≡	Exceptional✎ 20 Points≡	

Select **Edit Criterion** to rename the default criteria.

3

Save

Cancel

1

Criterion Title

Content

2

Criterion Description

Paper topic

- 1. Edit the **Criterion Title**.
- 2. Optionally, you may enter a **Criterion Description**.
- 3. Select **Save** when done.

Edit the Rating Titles and Points.

+	Exceeds expectation✎ 2 Points≡
---	-----------------------------------

Select the pencil icon next to the rating item you wish to edit.

The dialog box has a title bar with 'Save', 'Remove', and 'Cancel' buttons. Callout 4 points to the 'Save' button. Callout 1 points to the 'Rating Title' field, which contains 'Exceeds expectations'. Callout 2 points to the 'Points' field, which contains '5'. Callout 3 points to the 'Rating Description' text area, which contains 'Demonstrates exceptional understanding of the topic.'

1. Enter the **Rating Title**. This is the performance level, such as "Does not meet expectations," "Meets expectations," or "Exceeds expectations."
2. Enter the **Points**.
3. Optionally, enter the **Rating Description**.
4. Select **Save** when finished.

Content Paper topic	+ Needs Development The paper topic is unclear or needs further development. 1 Points	+ Meets expectations Demonstrates a clear understanding of the subject. 3 Points	+ Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	+ [Add rating to Content]
------------------------	---	--	--	---------------------------

To add another rating level to a criterion, mouse over the line separating one rating from the next and click on the + icon **[Add rating to Criterion]** to insert a new rating level at that location.

Add as many new criteria as needed.

Essay Rubric	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Wednesday, March 13, 2019 2:19 PM	
Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points
			Exceptional 20 Points	
+ Add Criterion				

Select Add Criterion to add a new row.

Or, copy an existing criterion.

▼ Essay Rubric						
DAC-EDUCATION-DEPT1-SUBJ1-201		Sakai Administrator		Wednesday, March 13, 2019 2:19 PM		
≡ Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points ≡	Meets expectations Demonstrates a clear understanding of the subject. 3 Points ≡		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points ≡		x
≡ Criterion 2	Inadequate 0 Points ≡	Poor 5 Points ≡	Fair 10 Points ≡	Good 15 Points ≡	Exceptional 20 Points ≡	x
+ Add Criterion						

Select the **Copy icon [Clone Criterion]** to copy an existing criterion.

Tip: Sometimes it is easier to copy an existing criterion and edit the copy, than to add a new one.

Drag and drop to reorder.

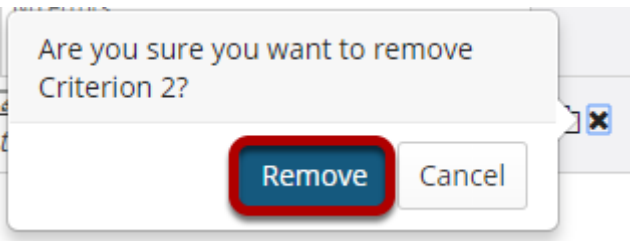
▼ Essay Rubric						
DAC-EDUCATION-DEPT1-SUBJ1-201		Sakai Administrator		Wednesday, March 13, 2019 2:19 PM		
≡ Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points ≡	Meets expectations Demonstrates a clear understanding of the subject. 3 Points ≡		Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points ≡		x
≡ Criterion 2	Inadequate 0 Points ≡	Poor 5 Points ≡	Fair 10 Points ≡	Good 15 Points ≡	Exceptional 20 Points ≡	x
+ Add Criterion						

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Delete any criteria you don't need.

▼ Essay Rubric					
DAC-EDUCATION-DEPT1-SUBJ1-201		Sakai Administrator		Wednesday, March 13, 2019 2:19 PM	
Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points		
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points		
Criterion 2	Inadequate 0 Points	Poor 5 Points	Fair 10 Points	Good 15 Points	Exceptional 20 Points

Select the **X** icon [Remove Criterion] to delete an unnecessary criterion.

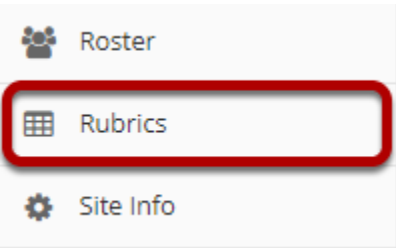


Select the **Remove** button when prompted to confirm the deletion.

How do I edit a rubric?

Note: You may only edit rubrics which are local to your site, and which have not been associated with an item for grading. Once a rubric is in use, it will appear with a lock icon next to it, indicating that it cannot be edited.

Go to Rubrics.



Select the **Rubrics** tool from the tool menu of your site.

Select the title of the rubric you would like to edit to expand it.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
> Essay Rubric 1	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Wednesday, March 13, 2019 3:45 PM	
Toggle details for Essay Rubric 1				
> Essay Rubric 2	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Wednesday, March 13, 2019 3:45 PM	

Remember! Locked rubrics may not be edited.

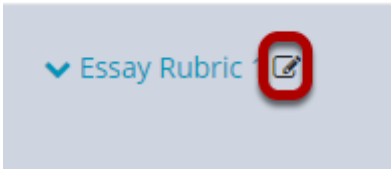
> Essay Rubric 1	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2019 5:15 PM	
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The Lock icon indicates that a rubric is associated with an activity in the site and it cannot be edited. If you need to edit a locked rubric, you should either detach it from the activity where it is being used, or make a copy of the rubric and edit the copy.

You may view and edit the rubric from this screen.

<div>▼ Essay Rubric 1 </div> <div>DAC-EDUCATION-DEPT1-SUBJ1-201Sakai AdministratorWednesday, March 13, 2019 3:45 PM</div>				
<div>≡ Content </div> <div>Paper topic</div>	<div>Needs Development </div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points </div>	<div>Meets expectations </div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points </div>	<div>Exceeds expectations </div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points </div>	<div> </div>
<div>≡ Mechanics </div> <div>Grammar, usage, and formatting</div>	<div>Needs Improvement </div> <div>Numerous errors</div> <div>1 Points </div>	<div>Meets expectations </div> <div>Only a few, minor errors</div> <div>3 Points </div>	<div>Exceeds Expectations </div> <div>No errors</div> <div>5 Points </div>	<div> </div>

Select the Edit icon next to the rubric title to rename it.



Modify the title and Save.

A screenshot of a modal dialog box for editing the rubric title. At the top are 'Save' and 'Cancel' buttons. Below is a label 'Rubric Title' followed by a text input field containing 'Essay Rubric 1'. Both the 'Save' button and the text input field are circled in red.

Select the Edit icon next to a criterion to modify that criterion.

<div>≡ Content </div> <div>Paper topic</div>	<div>Needs Development </div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points </div>	<div>Meets expectations </div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points </div>	<div>Exceeds expectations </div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points </div>	<div> </div>
--	--	---	---	--------------

Modify the criterion title and/or description and Save.

Save Cancel

Criterion Title

Content

Criterion Description

Paper topic

Select the Edit icon next to a rating to modify that rating.

<div>Content</div> <div>Paper topic</div>	<div>Needs Development</div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points</div> <div></div>	<div>Meets expectations</div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points</div> <div></div>	<div>Exceeds expectations</div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points</div> <div></div>	<div></div> <div></div>
---	--	---	---	-------------------------

Modify the rating title, points, and/or description and Save.

Save Remove Cancel

Rating Title Points

Needs Development 1

Rating Description

The paper topic is unclear or needs further development.

Note: If you would like to delete a rating level, you may do so by selecting the **Remove** button here.

Drag and drop to reorder.

▼ Essay Rubric 1

DAC-EDUCATION-DEPT1-SUBJ1-201

Sakai Administrator

Wednesday, March 13, 2019 3:45 PM

<div>Content</div> <div>Paper topic</div>	<div>Needs Development</div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points</div>	<div>Exceeds expectations</div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points</div>	<div></div> <div></div>
<div>Mechanics</div> <div>Grammar, usage, and formatting</div>	<div>Needs Improvement</div> <div>Numerous errors</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Only a few, minor errors</div> <div>3 Points</div>	<div>Exceeds Expectations</div> <div>No errors</div> <div>5 Points</div>	<div></div> <div></div>

+ Add Criterion

You can change the order of both criteria and ratings by clicking on the **Reorder** icon in each cell and dragging the selected item to its new location.

Delete any criteria you don't need.

▼ Essay Rubric

DAC-EDUCATION-DEPT1-SUBJ1-201

Sakai Administrator

Wednesday, March 13, 2019 2:19 PM

<div>Content</div> <div>Paper topic</div>	<div>Needs Development</div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points</div>	<div>Exceeds expectations</div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points</div>	<div></div> <div></div>		
<div>Mechanics</div> <div>Grammar, usage, and formatting</div>	<div>Needs Improvement</div> <div>Numerous errors</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Only a few, minor errors</div> <div>3 Points</div>	<div>Exceeds Expectations</div> <div>No errors</div> <div>5 Points</div>	<div></div> <div></div>		
<div>Criterion 2</div>	<div>Inadequate</div> <div>0 Points</div>	<div>Poor</div> <div>5 Points</div>	<div>Fair</div> <div>10 Points</div>	<div>Good</div> <div>15 Points</div>	<div>Exceptional</div> <div>20 Points</div>	<div></div> <div></div>

Select the **X** icon [**Remove Criterion**] to delete an unnecessary criterion.


Are you sure you want to remove Criterion 2?

Remove

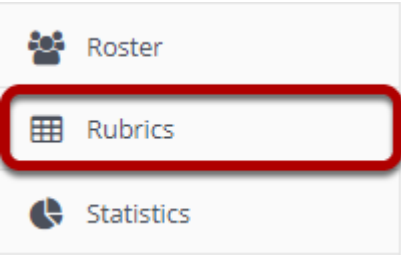
Cancel

Select the **Remove** button when prompted to confirm the deletion.

How do I copy a rubric?

 Tip: Copying a rubric and editing a copy may be faster than creating a new one.









Go to the Rubrics tool.



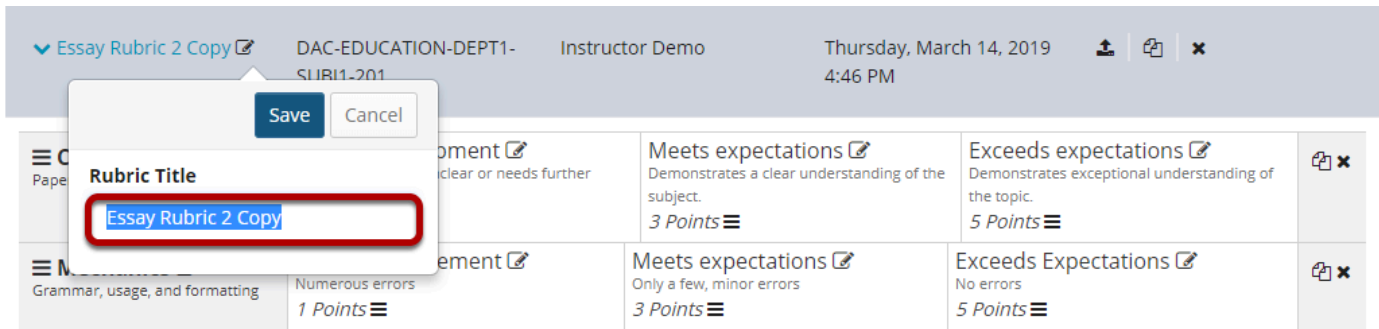
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Copy icon [Copy Rubric] for the rubric you would like to copy.

Manage Rubrics

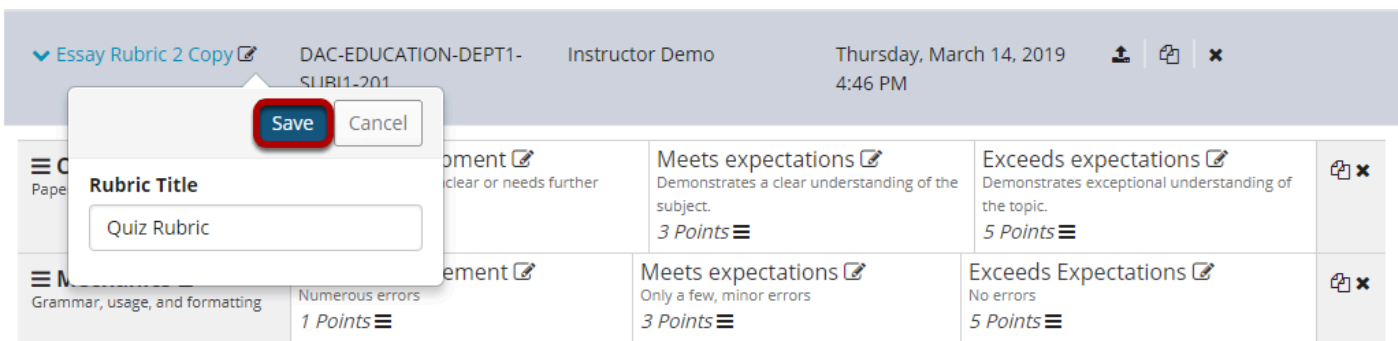
▼ Site Rubrics	Origin	Author	Modified	Actions
> Essay Rubric 1 	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Wednesday, March 13, 2019 3:45 PM	  
> Essay Rubric 2 	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Wednesday, March 13, 2019 3:45 PM	  

Enter a new Rubric Title.



The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

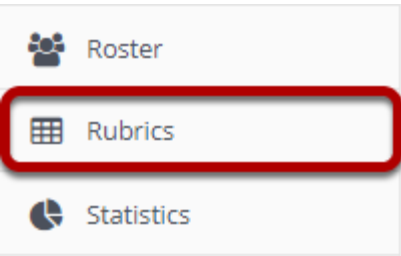
Select Save.



You may now edit any of the criteria or ratings in the copied rubric as needed.

How do I delete a rubric?

Go to the Rubrics tool.



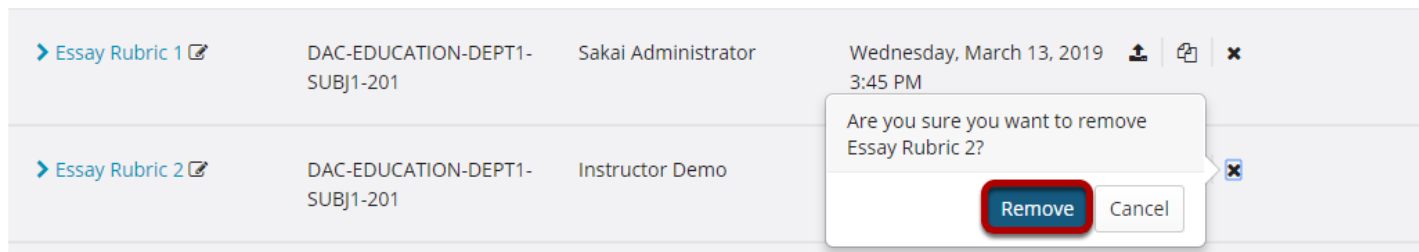
Select the **Rubrics** tool from the Tool Menu of your site.

Select the X icon [Remove Rubric] for the rubric you would like to delete.

Manage Rubrics

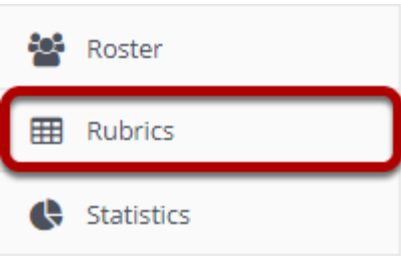
▼ Site Rubrics	Origin	Author	Modified	Actions
> Essay Rubric 1	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Wednesday, March 13, 2019 3:45 PM	
> Essay Rubric 2	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Wednesday, March 13, 2019 3:45 PM	

Select Remove to confirm the deletion.



How do I share a rubric?



Go to the Rubrics tool.



Select the **Rubrics** tool from the Tool Menu of your site.









Select the **Share icon [Share Rubric]** for the rubric you would like to share.

Manage Rubrics


▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Wednesday, March 13, 2019 3:45 PM	
▶ Essay Rubric 2	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Wednesday, March 13, 2019 3:45 PM	

The rubric will now appear listed in the Shared Rubrics area.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
> Essay Rubric 1 	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2019 5:02 PM	  
> Essay Rubric 2 Copy 	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Thursday, March 14, 2019 4:46 PM	  

+ Add Rubric

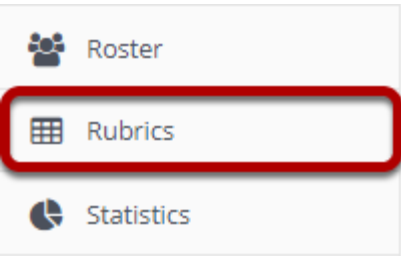
▼ Shared Rubrics	Origin	Author	Modified	Actions
> Essay Rubric 1			Thursday, March 14, 2019 5:02 PM	
> FORO			Monday, March 11, 2019 4:28 AM	

The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

*Note: Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.*

How do I stop sharing a rubric?







Go to the Rubrics tool.



Select the **Rubrics** tool from the Tool Menu of your site.

Select the **Revoke sharing icon [Revoke sharing]** for the rubric you would like to stop sharing.









Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2019 5:02 PM	  
▶ Essay Rubric 2 Copy	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Thursday, March 14, 2019 4:46 PM	  


Note: You may only revoke sharing for rubrics that have been shared from within the current site. If the rubric had another site of origin, you must go to that site to revoke sharing.

The rubric is no longer shared and has been removed from the Shared Rubrics list.

Manage Rubrics

▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1 	DAC-EDUCATION-DEPT1-SUBJ1-201	Sakai Administrator	Thursday, March 14, 2019 5:15 PM	  
▶ Essay Rubric 2 Copy 	DAC-EDUCATION-DEPT1-SUBJ1-201	Instructor Demo	Thursday, March 14, 2019 4:46 PM	  

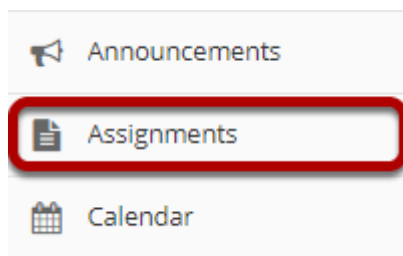
[+ Add Rubric](#)

▼ Shared Rubrics	Origin	Author	Modified	Actions
▶ FORO			Monday, March 11, 2019 4:28 AM	

Note: Revoking a shared rubric has no effect on copies of that shared rubric being used within individual sites.

How do I add a rubric to an assignment?

Go to the Assignment tool



Add or edit an assignment.

ASSIGNMENTS [Link](#) [Help](#)

[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Permissions](#) [Options](#) [Removed Assignments](#)

Assignments

Viewing 1 - 1 of 1 items

|< < Show 200 items... > >|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate View Submissions	Entire Site	Open	Mar 14, 2019 5:20 PM	Mar 21, 2019 5:20 PM	0/0	No Grade	<input type="checkbox"/>

Under Grading, select Points as the Grade Scale.

Grading

Grade Scale *

Points

For points, enter
maximum possible

*

100

☐ Do not add assignment to Gradebook

☒ Add Assignment to Gradebook

Once you have selected **Points**, the **Grading Rubric** section will appear just below.

Configure the rubric options.

Grading Rubric

☐ Do not use a rubric to grade this assignment

1 ☒ Use the following rubric to grade this assignment

2 Essay Rubric 1 ▾ Preview Rubric 3

4 ☐ Adjust individual student scores


5 ☐ Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Post when you have finished setting up the assignment.

Post Preview Cancel

Your assignment now has a rubric attached.

 **ASSIGNMENTS**

Link

Help

Add

Assignments

Assignments by Student

Grade Report

Student View

Permissions

Options

Removed Assignments

Assignments

Viewing 1 - 1 of 1 items


|<

<

Show 200 items...

>

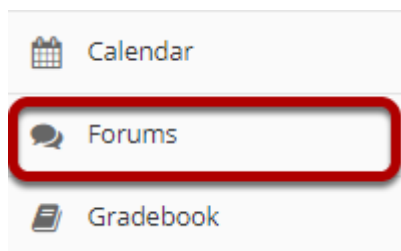
>|

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
<div>Assignment</div> <div><div></div><div>Edit Duplicate Grade</div></div>	Entire Site	Open	Mar 14, 2019 5:20 PM	Mar 21, 2019 5:20 PM	0/0	0-100.00	<input type="checkbox"/>

Assignments with rubrics attached will display a rubric icon next to the title of the assignment.

How do I add a rubric to a forum topic?

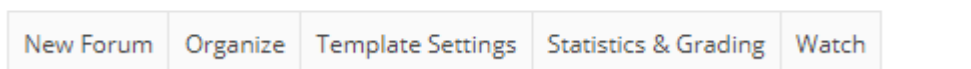
Go to Forums.



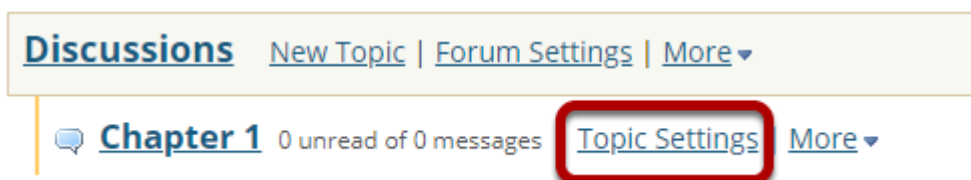
Select the **Forums** tool from the tool menu of your site.

Go to Topic Settings for a new or existing forum topic.

FORUMS



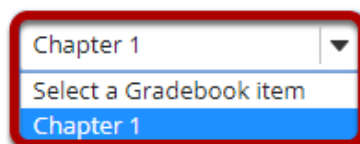
Forums



In the Grading section, choose the gradebook item to associate with this topic.

Grading

Gradebook item:



This will be the default when grading in this topic. (More?)

Note: You must have an existing gradebook item in order to associate the forum topic with that item. If there are no existing items, you will need to go to the Gradebook to create the item first.

Configure the rubric options.

Grading Rubric

☐ Do not use a rubric to grade this assignment

1 ☒ Use the following rubric to grade this assignment

2 Essay Rubric 1 ▾ Preview Rubric **3**

4 ☐ Adjust individual student scores

5 ☐ Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student posts on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to posting.

Select Save when you have finished setting up the topic.

Save Save Draft Save Settings & Add Topic Delete Topic Cancel


Your forum topic now has a rubric attached.

FORUMS Link Help

[New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

Forums

[Discussions](#) [New Topic](#) [Forum Settings](#) [More ▾](#)

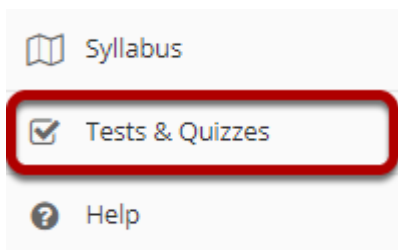
 **Chapter 1** 0 unread of 0 messages [Topic Settings](#) [More ▾](#)

Topics with rubrics attached will display a rubric icon next to the title of the assignment.

How do I add a rubric to an assessment (i.e. test or quiz)?

Rubrics may be associated with individual questions on an assessment. You may add a rubric to any of the instructor-graded question types: **File Upload**, **Short Answer / Essay**, or **Student Audio Response**.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the tool menu of your site.

Add or Edit an instructor-graded question type in an assessment.

Edit Question: Timed Writing

Question1 - Short Answer/Essay

Change Question Type

Answer Point Value

Display Point Value while student is taking the exam

Grading Rubric

Short Answer/Essay ▼

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

You will see the **Grading Rubric** options just below the point value information, once you have selected one of the instructor-graded questions types.

Configure the rubric options.

Grading Rubric

☐ Do not use a rubric to grade this assignment

1 ☒ Use the following rubric to grade this assignment

2 Essay Rubric 1 ▼

3

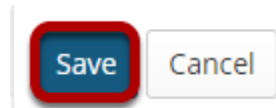
4 ☐ Adjust individual student scores

5 ☐ Hide Rubric from student


1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*

3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save when you have finished setting up the question.



Your question now has a rubric attached.

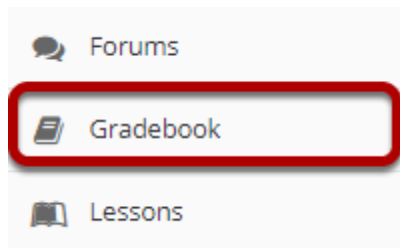
Question 1 ▼ Short Answer/Essay - 10.0 points 

Write a 500 word response on this week's assigned topic.

Questions with rubrics attached display a rubric icon next to the points for the question.

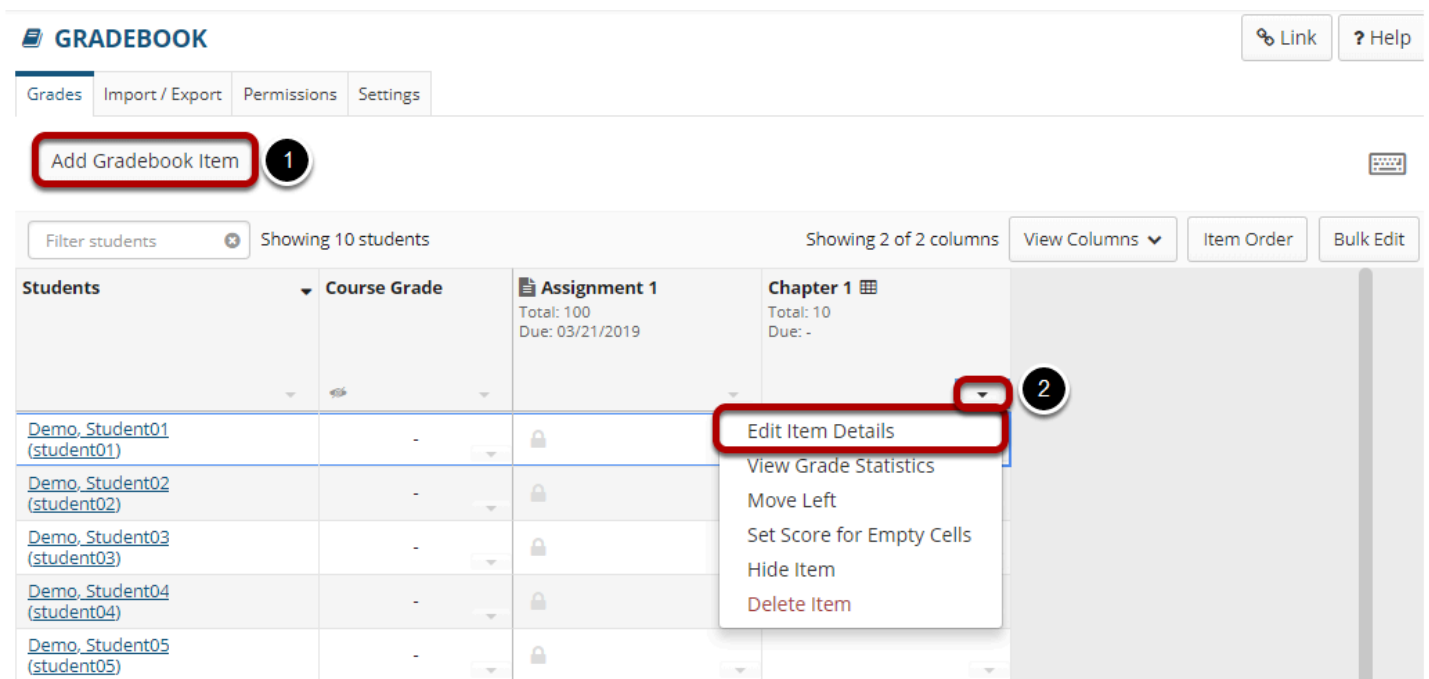
How do I add a rubric to a gradebook item?

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

Add or Edit a Gradebook item.



1. Select **Add Gradebook Item** to create a new item.
2. Or, select the down-arrow in the column heading for an existing gradebook item, and then select **Edit Item Details**.

Note: If the gradebook item is locked, it is coming from another tool. You will not be able to use a rubric with locked items, since they must be graded from within the tool of origin.

Configure the rubric options.

Grading Rubric

☐ Do not use a rubric to grade this assignment

1 ☒ Use the following rubric to grade this assignment

2 Essay Rubric 1 ▾ Preview Rubric 3

4 ☐ Adjust individual student scores

5 ☐ Hide Rubric from student

1. Select the **Use the following rubric to grade this assignment** radio button.
2. Choose the desired rubric from the drop-down menu. *Note: You must have existing rubrics in your site before they will display in the menu. Shared rubrics must first be copied to your site before they will be available for selection.*
3. (Optional) **Preview** the selected rubric to make sure that it is the correct one.
4. (Optional) Check the box for **Adjust individual student scores** if you would like to be able to change the number of points awarded for individual criteria ratings while grading student submissions on a per-student basis.
5. (Optional) Check the box for **Hide Rubric from student** if you do not want students to see the rubric prior to submitting.

Select Save Changes when you have finished setting up the gradebook item.

Save Changes Cancel

Your gradebook item now has a rubric attached.

GRADEBOOK

Link

Help

Grades

Import / Export

Permissions

Settings

Add Gradebook Item

Filter students

Showing 10 students

Showing 2 of 2 columns

View Columns

Item Order

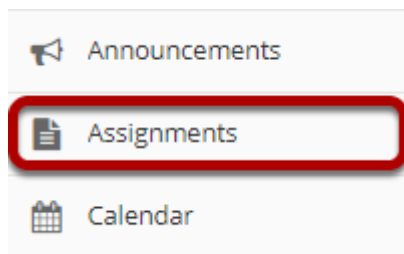
Bulk Edit

Students	Course Grade	Assignment 1 Total: 100 Due: 03/21/2019	Chapter 1 Total: 10 Due: -
Demo_Student01 (student01)	-		
Demo_Student02 (student02)	-		

Gradebook items with rubrics attached will display a rubric icon next to the title of the item.

How do I grade an assignment using a rubric?

Go to Assignments



Select Grade for the assignment you want to grade.

Assignment Title	For	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Entire Site	Open	Mar 14, 2019 5:20 PM	Mar 21, 2019 5:20 PM	1/1	0-10.00	<input type="checkbox"/>

Select the student's name for the submission to be graded.

ASSIGNMENTS

LinkHelp

AddAssignmentsAssignments by StudentGrade ReportStudent ViewPermissionsOptionsRemoved Assignments

Assignment 1 - Submissions

Found 10 participant(s). Assign this grade to participants without a grade:

Apply

[Download All](#) | [Upload All](#) | [Release Grades](#)

Send Feedback to Multiple Students

Set Resubmission Options for Multiple Students

Search

Search

Viewing 1 - 10 of 10 items

|<<Show 200 items...>>|>

<input type="checkbox"/>	Student	Submitted	Status	Grade	Released
<input type="checkbox"/>	Demo_Student01 (student01)	Mar 15, 2019 11:17 AM	Ungraded		
<input type="checkbox"/>	Demo_Student02 (student02)		No Submission		
<input type="checkbox"/>	Demo_Student03 (student03)		No Submission		
<input type="checkbox"/>	Demo_Student04 (student04)		No Submission		

Select the Grading Rubric tab.

ASSIGNMENTS [Link](#) [Help](#)


[Add](#) [Assignments](#) [Assignments by Student](#) [Grade Report](#) [Student View](#) [Permissions](#) [Options](#) [Removed Assignments](#)

Assignment 1 - Grading
Important Reminder: Please do not grade assignments with multiple browser windows or tabs. Grade assignments and navigate the system with only one browser window.

Navigate Submissions

< Previous < Previous Ungraded Return to List Next Ungraded > Next >
(Changes will be saved) (Changes will be saved)


☐ **Navigate between students with submissions only**

 **Student** Student01 Demo (student01)
Submitted Date Mar 15, 2019 11:17 AM
Status Ungraded

Assignment Instructions

Assignment Submission **Grading Rubric**



There is no student submitted text.

Submitted Attachments
 [Assignment1.docx](#) (20 KB; Mar 15, 2019 11:17 am)
Grade: (max 10.00)

Select the appropriate rating level for each criterion.

[Assignment Submission](#) [Grading Rubric](#)

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5

Total: 8
Grade: (max 100.00)

The points will be added up automatically based on your rating selections. The total points earned will appear in the **Grade** field below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.

Assignment Submission

Grading Rubric

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	<div><div></div><div>3</div><div>3</div></div>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	<div><div></div><div>5</div><div>4</div></div>

Total: 7

Grade: (max 10.00)

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

Assignment Submission

Grading Rubric

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations	<div><div></div><div>3</div></div>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>		<div><div></div><div>5</div></div>

Total: 8

Grade: (max 10.00)

Comment for Mechanics

Done

B I U

≡ ≡ ≡



” ”

great work|

body p

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	
Mechanics Grammar, usage, and formatting				 5

Total: 8

Grade: (max 10.00)*Note: The Comments icon changes color when there are comments saved.***Save when finished grading the submission.**

Save and Don't Release to Student

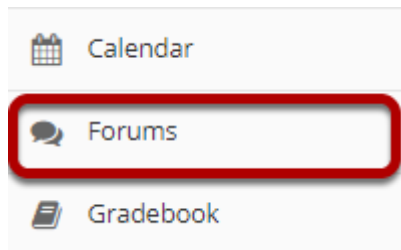
Save and Release to Student

Preview

Cancel Changes

How do I grade a forum topic using a rubric?

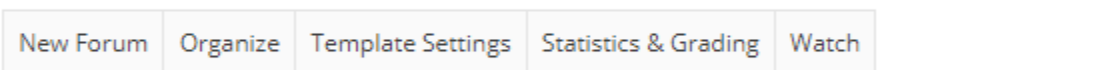
Go to Forums.



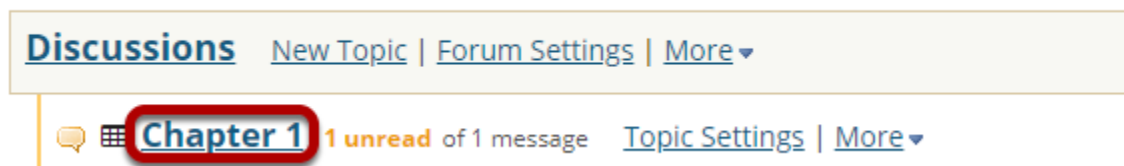
Select the **Forums** tool from the tool menu of your site.

Select topic you want to grade.

FORUMS



Forums



Select the title of the student's post to be graded.

FORUMS

Link

Help

Start a New Conversation

Display Message Content

Topic Settings

Forums / Discussions / Chapter 1

< Previous Topic

Next Topic >

Chapter 1

Move Thread(s)

	Conversation	Authored By	Date
<input type="checkbox"/>	New! My Response 1 unread of 1 message	Student01 Demo (student01)	Mar 15, 2019 11:18 AM

Select the Grade button in the student post.

New! **My Response**

Student01 Demo (student01) (Mar 15, 2019 11:18 AM) - Read by: 1

Mark as Read

Reply

Email

Grade

Edit

Delete Message

Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.

Platea turpis venenatis luctus pretium etiam nisi rutrum cursus auctor quam, aptent tellus primis dictumst ut bibendum ad urna sollicitudin phasellus, aliquam tellus potenti rutrum egestas felis auctor nec aenean praesent tempor laoreet eros interdum sodales, urna platea dictumst est turpis elementum, lorem vulputate quisque nisi.

Per sit metus accumsan diam lacinia est congue sem adipiscing, condimentum ultrices fames interdum dui arcu fermentum suspendisse quisque ipsum fames auctor nam adipiscing turpis pellentesque lacus fusce.

Scroll to the bottom of the window.

uma platea circumst est turpis elementum, lorem vulputate quisque nisi.

Per sit metus accumsan diam lacinia est congue sem adipiscing, condimentum ultrices fames interdum dui arcu fermentum suspendisse quisque ipsum fames auctor nam adipiscing turpis pellentesque lacus fusce.

Required items marked with *

* Gradebook items:

Chapter 1

(10 points possible)

* Grade (Points Only):

Comments:

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	<div></div> <div>0</div>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	<div></div> <div>0</div>

Total: 0

Submit Grade

Cancel

The rubric will appear at the bottom of the modal window, just below the **Comments** field.

Select the appropriate rating level for each criterion.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	<div></div> <div>3</div>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	<div></div> <div>5</div>

Total: 8

Submit Grade



Cancel

The points will be added up automatically based on your rating selections. The total points earned will appear just below the rubric.

(Optional) If you allowed individual score adjustments, you

may fine tune the rating points if needed.



Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text" value="3"/>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	 5 <input type="text" value="4"/>

Total: 7

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.




Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points		 5

Total: 8

Comment for Mechanics

Done



B **I** **U** |   

great work|

body p

Enter your comments into the text field provided, and select **Done** when finished.

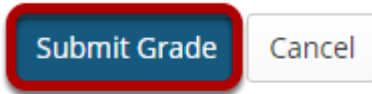
Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	 5

Total: 8

Note: The Comments icon changes color when there are comments saved.

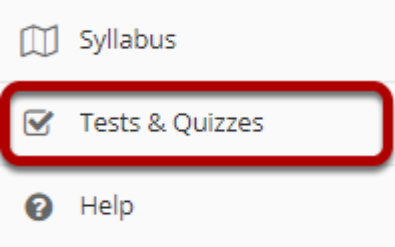
Select Submit Grade when finished grading this post.

Two buttons are shown side-by-side. The first button, labeled "Submit Grade", has a blue background and a red border. The second button, labeled "Cancel", has a white background and a gray border.

Submit Grade Cancel

How do I grade an assessment (i.e. test or quiz) using a rubric?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the tool menu of your site.

From the **Actions** menu for the assessment you want to grade, select **Scores**.

TESTS & QUIZZES

Link

Help

Add

Assessments

Question Pools

Event Log

User Activity Report

Assessment List

View All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Timed Writing	Published - Active	0	1	Entire Site	2019-03-15 11:10:00		Instructor Demo	2019-03-15 11:14:20	<input type="checkbox"/>
Draft - Timed Writing	Draft			Entire Site	2019-03-15 11:10:00		Instructor Demo	2019-03-15 11:14:17	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site			Instructor Demo	2019-03-15 10:42:45	<input type="checkbox"/>

💡 Tip: You may also select the number in the Submitted column to go to the student submissions for an assessment.

To grade one student at a time, select the student's name for the submission to be graded.

Total Scores: Timed Writing

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Max Score Possible: 10

Apply This Score to all participants with "No Submission".

View

Highest Submission ▼

 for Entire Site

Search

Find

Clear

Viewing 1 - 10 of 10 items

<

<

Show all ▼

>

>

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Demo, Student01	student01	Student	03/15/2019 04:33:41 PM	0	<input type="text" value="0.0"/>	0	<div><div></div><div>Add Attachments</div></div>

Select the Grading Rubric tab.

Student01 Demo

Submission Status

Total Scores

Questions

Statistics

Timed Writing

Comments for Student:

Table of Contents

Part 1 - Default - 1/1 Answered Question, 0.0 / 10.0 Points

1. [Write a 500 word response on this week's assigned topic.](#)

10 Points

Part 1 of 1

Question 1 of 1:

0.0

 / 10.0 Points

Student Response

Grading Rubric

Write a 500 word response on this week's assigned topic.


Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.

(max 10.00)

Select the appropriate rating level for each criterion.

Question 1 of 1: 8 / 10.0 Points


Student ResponseGrading Rubric

Essay Rubric 1				
Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	
Mechanics Grammar, usage, and formatting				5

Total: 8



The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.




Essay Rubric 1				
Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3 <input type="text" value="3"/>
	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	
Mechanics Grammar, usage, and formatting				5 <input type="text" value="4"/>

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
	Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	 5

Comment for Mechanics Done

B I U |   



great work!

body p

Total: 8

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
	Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	 5

Total: 8

Note: The Comments icon changes color when there are comments saved.

Select Update when finished grading the assessment.

Update

Cancel

Alternately, you may select the Questions tab to grade one question at a time for the whole class.

Part 1: Question 1 (Timed Writing)

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Part 1:Q1

Part 1: Question 1 - Short Answer/Essay (10.0 Points)

Write a 500 word response on this week's assigned topic.

Responses

View

Highest Submission

with

Responses Displayed Inline

for Entire Site

Search

Student name or ID

Find

Clear

Viewing 1 - 1 of 1 items

|<

<

Show all

>

>|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Demo Student01	student01	Student	03/15/2019	8.0	<div>>Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.</div> <div>Platea turpis venenatis luctus pretium etiam nisi rutrum cursus auctor quam, aptent tellus primis dictumst ut bibendum ad urna</div>	<div></div> <div>Add Attachments</div>

Select the Rubric icon for the student you want to grade.

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Demo Student01	student01	Student	03/15/2019	<div>0</div> <div></div>	<div>>Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.</div>	<div></div> <div>Add Attachments</div>

Select the appropriate rating level for each criterion.

Save Rubric Grading

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5

Total: 8

Save

Cancel

The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.



(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3 <input type="text" value="3"/>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5 <input type="text" value="4"/>




(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds expectations No errors 5 Points	 5

Total: 8

Comment for Mechanics Done



B I U |   

great work!

body p

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	 5

Total: 8

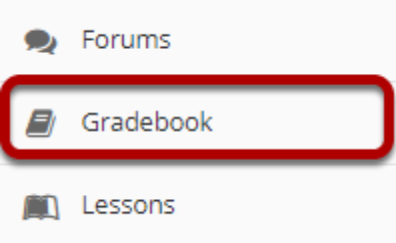
Note: The Comments icon changes color when there are comments saved.

Select Save when finished grading the question.



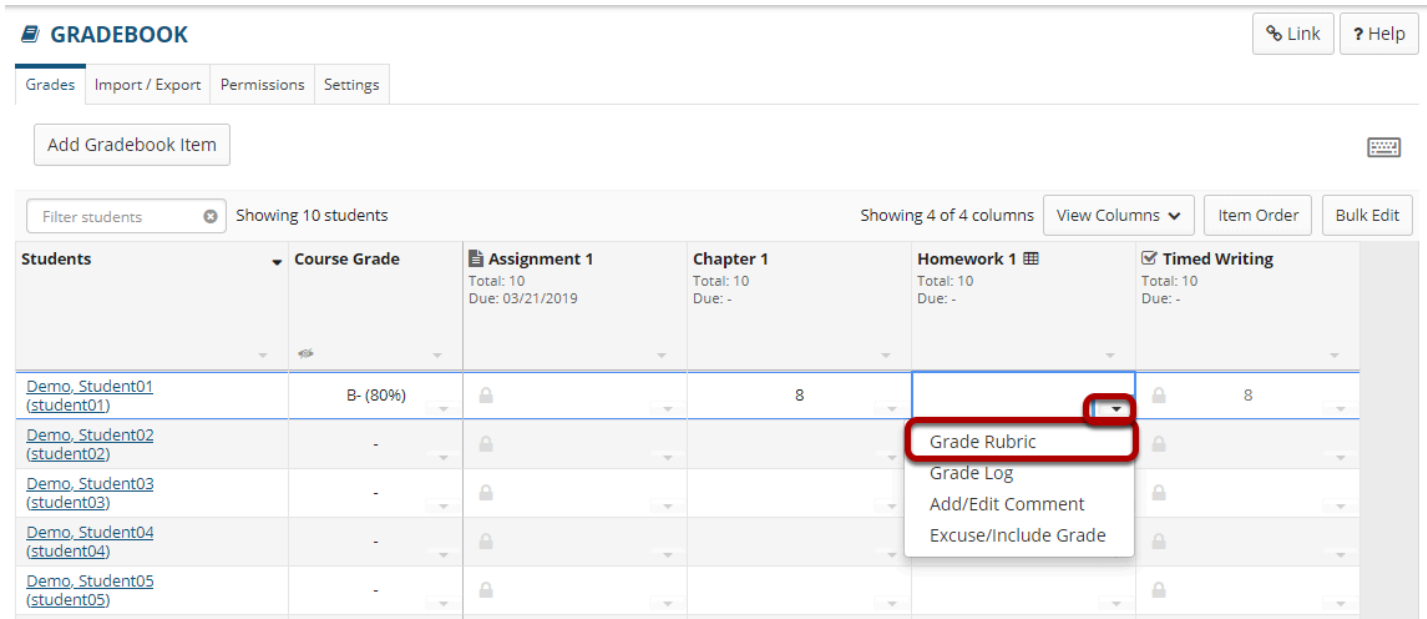
How do I grade a gradebook item using a rubric?

Go to Gradebook.



Select **Gradebook** from the Tool Menu in your site.

Select the down arrow in the cell for the student you would like to grade and choose Grade Rubric.



Select the appropriate rating level for each criterion.

Grade Rubric for Student01 Demo (student01)

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5

Total: 8

The points will be added up automatically based on your rating selections. The total points earned will appear below the rubric.

(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.



Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. <i>1 Points</i>	Meets expectations Demonstrates a clear understanding of the subject. <i>3 Points</i>	Exceeds expectations Demonstrates exceptional understanding of the topic. <i>5 Points</i>	 3 <input type="text" value="3"/>
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors <i>1 Points</i>	Meets expectations Only a few, minor errors <i>3 Points</i>	Exceeds Expectations No errors <i>5 Points</i>	 5 <input type="text" value="4"/>

Total: 7

(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.




Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points		 5

Total: 8

Comment for Mechanics

Done



B I U |   

great work|

body p

Enter your comments into the text field provided, and select **Done** when finished.

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	 3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	 5

Total: 8

Note: The Comments icon changes color when there are comments saved.

Select Save Rubric Grading when finished grading the item.

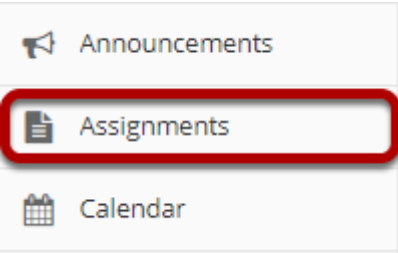
Save Rubric Grading

Cancel

How do I view my rubric feedback as a student?

Students may view rubric feedback within the tool where the rubric was used. In other words students can go to Assignments to view Assignment Rubrics, Gradebook to view Gradebook Rubrics, and Tests & Quizzes to view Assessment Rubrics.

Go to the Assignment tool.



Select a returned assignment.

ASSIGNMENTS

Link Help

Assignments

Select an assignment to view details, start working or edit your previous work.

Viewing 1 - 1 of 1 items

|<

<

Show 200 items...

>

>|

Assignment Title	Status	Open	Due
Assignment 1	Returned	Mar 14, 2019 5:20 PM	Mar 21, 2019 5:20 PM

View the graded rubric.

Assignment 1 - Returned

Title

Assignment 1

Student

Student01 Demo (student01)

Submitted Date

Mar 15, 2019 11:17 AM

Grade

8.00 (max 10.00)


Instructions

Sample assignment



Additional resources for assignment

No attachments yet

Submitted Attachments

 [Assignment1.docx](#) (20 KB; Mar 15, 2019 11:17 am)

Essay Rubric 1


<div>Content</div> <div>Paper topic</div>	<div>Needs Development</div> <div>The paper topic is unclear or needs further development.</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Demonstrates a clear understanding of the subject.</div> <div>3 Points</div>	<div>Exceeds expectations</div> <div>Demonstrates exceptional understanding of the topic.</div> <div>5 Points</div>	<div></div> <div>3</div>
<div>Mechanics</div> <div>Grammar, usage, and formatting</div>	<div>Needs Improvement</div> <div>Numerous errors</div> <div>1 Points</div>	<div>Meets expectations</div> <div>Only a few, minor errors</div> <div>3 Points</div>	<div>Exceeds Expectations</div> <div>No errors</div> <div>5 Points</div>	<div></div> <div>5</div>


Total: 8


Back to list

The graded assignment rubric appears at the bottom of the screen.

Go to the Gradebook tool.

 Forums

 Gradebook

 Lessons

Select the rubric icon for a graded gradebook item.

GRADEBOOK

[Link](#) [Help](#)

Grade Report for Student01 Demo [Print](#)

Course Grade: -

Gradebook Item		Grade	Due Date	Comments
Assignment 1		8 / 10	03/21/2019	
Chapter 1		8 / 10	-	
Homework 1		8 / 10	-	
Timed Writing		8 / 10	-	

View the graded rubric.

Grading criteria

Essay Rubric 1

Content Paper topic	Needs Development The paper topic is unclear or needs further development. 1 Points	Meets expectations Demonstrates a clear understanding of the subject. 3 Points	Exceeds expectations Demonstrates exceptional understanding of the topic. 5 Points	3
Mechanics Grammar, usage, and formatting	Needs Improvement Numerous errors 1 Points	Meets expectations Only a few, minor errors 3 Points	Exceeds Expectations No errors 5 Points	5

Total: 8

Go to the Test & Quizzes tool.

Syllabus

Tests & Quizzes

Help

Select the Feedback link for the assessment.

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores | [View Only Recorded Scores](#)

Search:

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Timed Writing	Statistics	8 (Highest)	Immediate			
			Feedback	8	n/a	2019-03-15 4:33 PM



View the graded rubric.

Timed Writing

[Return to Assessment List](#)

Part 1 of 1 - **8.0 / 10.0 Points**

Question 1 of 1	8.0	10.0 Points
-----------------	-----	-------------

Essay Rubric 1				
Content <small>Paper topic</small>	Needs Development <small>The paper topic is unclear or needs further development.</small> <i>1 Points</i>	Meets expectations <small>Demonstrates a clear understanding of the subject.</small> <i>3 Points</i>	Exceeds expectations <small>Demonstrates exceptional understanding of the topic.</small> <i>5 Points</i>	 3
	Needs Improvement <small>Numerous errors</small> <i>1 Points</i>	Meets expectations <small>Only a few, minor errors</small> <i>3 Points</i>	Exceeds Expectations <small>No errors</small> <i>5 Points</i>	 5
Total: 8				

Write a 500 word response on this week's assigned topic.
Lorem ipsum magna aliquam nec mollis maecenas tempus, felis semper non placerat turpis molestie consequat, luctus convallis felis faucibus nam phasellus et donec nisi enim sit.

Assessments

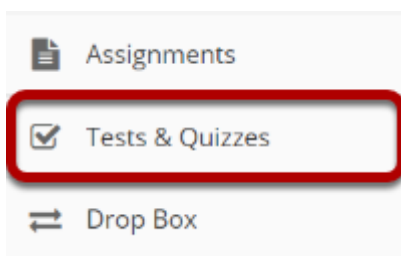
What is the Tests & Quizzes tool?

The Tests & Quizzes tool allows instructors to create online assessments (i.e., tests, exams, quizzes, and surveys) for delivery via a web interface to students or other groups. It was designed primarily to administer tests, but instructors may also create assessments to gather survey information or informal course feedback. Assessments are created question by question, or through already prepared text, or through import from a formatted XML file.

The Tests & Quizzes tool offers many settings that allow instructors to control the layout, delivery, grading, student review options, and metadata of the assessment. These settings can be adjusted during the authoring. A bundle of values for the settings defines an Assessment Type, which allows instructors to store and re-use the settings of successive assessments. Common system-defined assessment types are already provided, and new ones can be created and saved.

Assessments in this tool fall into the two categories-- Draft Copies and Published Copies, which represent the instructor and student phases, respectively. Authoring by the instructor takes place in Draft Copies; a new assessment appears in that category. The act of publication makes the assessment available to students and moves it to the Published Copies category, where submissions and results become available.

To access this tool, select Tests & Quizzes from the Tool Menu in your site.



Tests & Quizzes tool landing page. (Student View)

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display

20

 assessments per page

Search:

Title	Time Limit	Due Date/Time ▼
Quiz 3	n/a	2019-03-02 12:00 AM
Quiz 2	n/a	2019-02-23 12:00 AM
Quiz 1	n/a	2019-02-16 12:00 AM

Showing page 1 of 1

Previous

1

Next

Submitted Assessments

You have not yet submitted any assessments.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Take an Assessment list at all.

Tests & Quizzes tool landing page. (Instructor View)

TESTS & QUIZZES

Link

Help

Add

Assessments

Question Pools

Event Log

User Activity Report

Assessment List

View

All

Display

20

assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3 <div>Actions</div>	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Draft - Quiz 3 <div>Actions</div>	Draft			Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:57:58	<input type="checkbox"/>
Quiz 2 <div>Actions</div>	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>

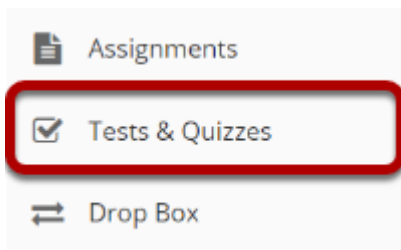
On entry, the Tests & Quizzes tool shows a list of existing assessments, Draft copies (under development) and Published copies (deployed to students).

How do I create an assessment in Tests and Quizzes?

The Tests & Quizzes tool allows you to create online assessments (i.e., tests, quizzes, exams, and surveys) for your students or other groups. It was designed primarily to administer tests, but you may also create assessments to gather survey information or informal course feedback. Grading for most question types is done automatically, and grades can be posted automatically to an online gradebook.

This lesson will show you how to create a simple assessment and add a single question.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Click Add.



Create a new assessment.

The screenshot shows the 'Create from Scratch' section of the assessment creation interface. It features a text input field for 'Assessment Title' containing 'New Quiz', which is highlighted with a red rectangle. Below this are two radio button options: 'Create using assessment builder' (selected) and 'Create using markup text'. A 'Create' button is also highlighted with a red rectangle. To the right, separated by 'OR', is the 'Import from File (XML or ZIP)' section with an 'Import' button.

Give your new assessment a title and click the **Create** button. The "Create using assessment builder" option (shown selected) asks you to write questions one by one, with a simple example given below. For the other methods of creating an assessment, see [How do I create an assessment from markup text or cut and paste?](#) and [How do I import questions into a new assessment or question pool?](#)

Note: You cannot have more than one assessment with the same title.

Add a question.

Questions: New Quiz

The screenshot displays the 'Add Question' interface for a 'New Quiz'. At the top right, it shows '0 Existing Questions - 0 total points'. Below this is a navigation bar with links: 'Add Part', 'Preview', 'Print', and 'Settings'. A 'Part' dropdown menu is set to '1' with the label 'Default - 0 questions'. To the right of this are links for 'Copy to Pool' and 'Edit'. The main area is a blue bar labeled 'Add Question' with a dropdown menu for 'select a question type'. This dropdown menu is open, showing a list of question types: 'Calculated Question', 'File Upload', 'Fill in the Blank', 'Hot Spot', 'Matching', 'Multiple Choice' (highlighted in yellow), 'Numeric Response', 'Short Answer/Essay', 'Student Audio Response', 'Survey', 'Survey - Matrix of Choices', 'True False', and 'Copy from Question Pool'. A red rectangle highlights the entire dropdown menu. To the left of the dropdown is an 'Update Points' button.

Select the type of question you would like to add from the **Add Question** drop-down menu.

Let's add one of the more common question types. Select **Multiple Choice** from the drop-down menu.

Set the general question options.

Edit Question: New Quiz

Question1 - Multiple Choice

Change Question Type: Multiple Choice

Save Cancel

Answer Point Value: 1 **1**

Display Point Value while student is taking the exam: ☒ Yes **2** ☐ No

Answer ([What's This?](#))

☒ Single Correct

- ☐ Enable Negative Marking
- ☐ Enable Partial Credit

[Reset to Default Grading Logic](#)

☐ Multiple Correct, Single Selection

☐ Multiple Correct, Multiple Selection

Question Text: Show All Rich-Text Editors

What percentage of the Earth's surface is covered in water? **3**

Attachments

No Attachment(s) yet

Add Attachments **4**

Most question types allow you to specify:

1. Answer Point Value
2. Display the point value while student is taking the exam
3. Question Text
4. Attachments (optional)

For these general parameters, see [How do I add a new question \(with the assessment builder\)?](#) Other options regarding the answer and configuration are specific to the question type.

*Note: The [Rich Text Editor](#) is available for use in composing your questions and answers. Click on the **Show All Rich-Text Editors** link to display the editor.*

Choose number of correct responses (for multiple choice).

Answer [\(What's This?\)](#)

☒ **Single Correct**

☐ **Enable Negative Marking**

☐ **Enable Partial Credit**

[Reset to Default Grading Logic](#)

☐ **Multiple Correct, Single Selection**

☐ **Multiple Correct, Multiple Selection**

You can choose to have a **Single Correct** response, **Multiple Correct, Single Selection**, or **Multiple Correct, Multiple Selection**.

If you select **Single Correct** (the default) you also have the option to **Enable Negative Marking** or **Enable Partial Credit** if desired. Negative marking deducts points from the student's score if the student selects the wrong answer. Partial credit allows you to specify a percentage of the question points to be awarded for selecting an incorrect but still partially acceptable answer.

Choose the radio button for the correct response option you would like to use. For this example, we will keep the default.

Enter the answer choices (for multiple choice).

Correct Answer

☒

A

[Remove](#)

71

Correct Answer

☐

B

[Remove](#)

90

Correct Answer

☐

C

[Remove](#)

66

Correct Answer

☐

D

[Remove](#)

82

Insert Additional Answers

select

▼

Enter all of the possible answer choices for this question. (Remember that you may use the editor to format your answer choices or add images, links, etc. if desired.)

There are four answer choices provided by default. If you need more choices, use the **Insert Additional Answers** drop-down menu to indicate the number of additional answer choices needed.

Be sure to indicate the correct answer by selecting the radio button for the correct response.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers ☐ Yes ☒ No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale

☐ Yes

☒ No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

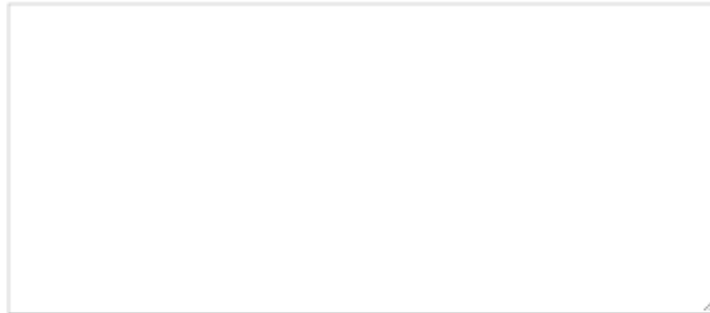
Assign to Question
Pool

Select a pool name (optional) ▼

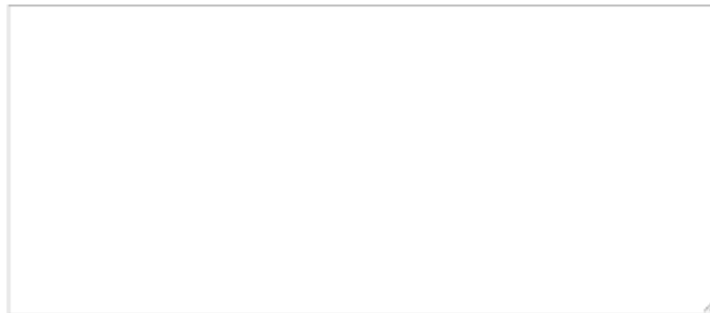
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

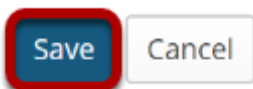
A large, empty rectangular text box with a thin gray border, intended for entering feedback for correct answers.

Incorrect Answer
Feedback (optional)

A large, empty rectangular text box with a thin gray border, intended for entering feedback for incorrect answers.

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.



Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

Continue adding questions.

Questions: New Quiz

Questions: New Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part **1** Default - 1 question [Copy to Pool](#) | [Edit](#)

Add Question select a question type

Question **1** Single Correct - 1.0 point [Remove](#) [Edit](#)

What percentage of the Earth's surface is covered in water?

☒ A. 71
☐ B. 90
☐ C. 66
☐ D. 82

Answer Key:A

Add Question select a question type

[Update Points](#) [Update Order](#)

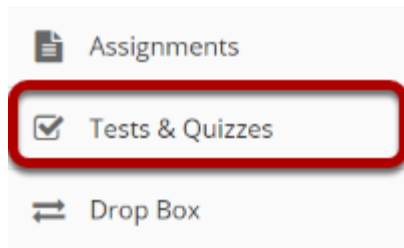
Repeat the steps above to add additional questions to your assessment. As you add questions, note the following:

1. The total number of questions in the assessment, as well as the total points will be displayed in the upper right corner of the content area.
2. You may view your questions on the assessment editing screen, along with the answer key shown below each question.
3. If you would like to delete a question, click the **Remove** link to the right of the question.
4. If you need to make a change to an existing question, click the **Edit** link to the right of the question.

Tip: An assessment must have at least one question, and the question must be worth greater than zero in order to add the assessment to the Gradebook.

How do I create a new assessment using markup text or cut and paste?

Go to Tests & Quizzes.

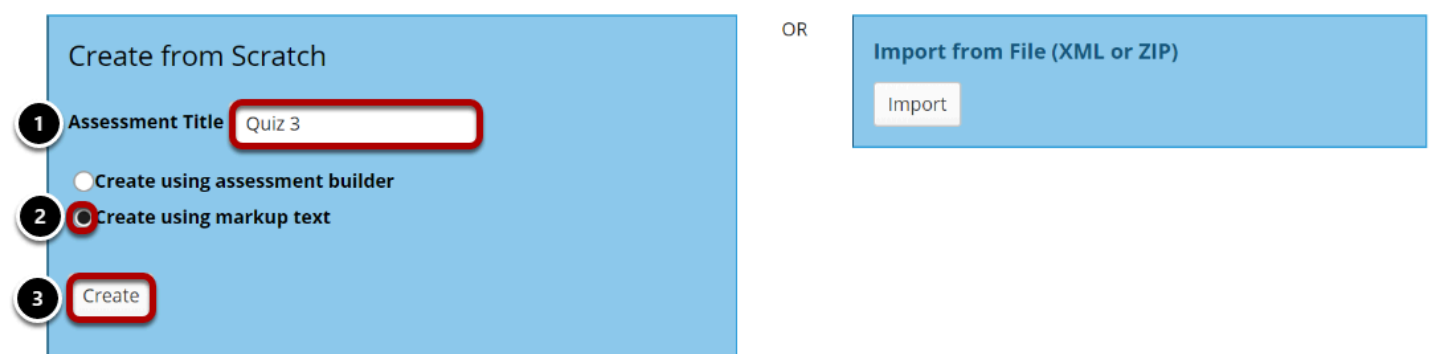


Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Add.



Create your assessment.



1. Enter a title for the assessment.
2. Choose the **Create using markup text** radio button.
3. Click **Create**.

Paste your questions.

Create Assessment/Question Pool

Step 1 of 2

Use the text boxes below to modify the name and (optionally) to provide a description for this assessment or question pool. Then enter the questions and answers in the bottom textbox. It is important to follow the correct formatting for each type of question. Examples can be found at the bottom of this page.

Assessment/Question Pool Information

Name

Quiz 3

Description

Enter questions with their answers into the text box below using the specified format for that question type. To view instructions and examples for a given question type, click on the appropriate link to the right of the text box.

1. (1 points)
Which of the following statements accurately describe a turbidity current?
A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
B. The cause of mid-ocean trenches.
C. A phenomenon associated with violent atmospheric storms at sea.
*D. none of these

2. (1 points)
The deep-ocean basin includes all of the following features EXCEPT:
*A. continental shelf.
B. continental rise.
C. abyssal plains.
D. mid-ocean ridges.

< Back

Next >

Instructions & Examples

[General Instructions](#)
[Multiple Choice](#)

Instructions: Each answer should begin with its appropriate letter, in alphabetical order. The correct answer should be prefixed with an asterisk (*).

Optionally, the key word #randomize will create questions with randomized answers

Optionally, the key word #rationale will create questions with required rationale

Example:

1. (10 points) (2.5 discount)
Who was the first president of the United States?

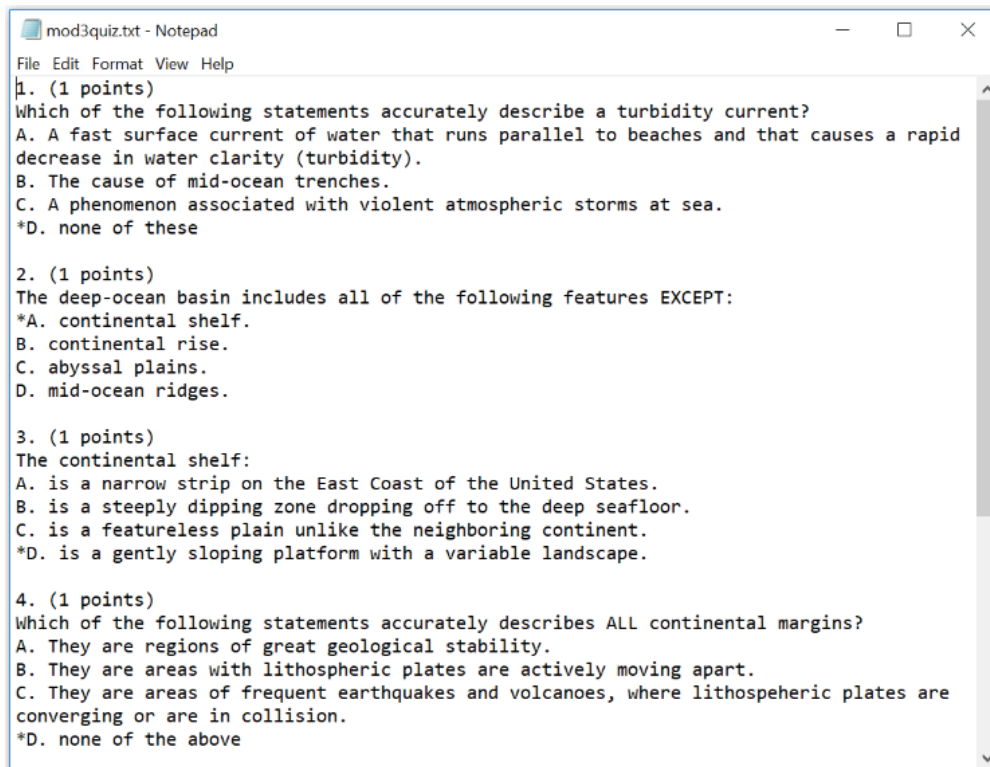
*a. Washington
b. Jefferson
c. Lincoln
d. Clinton
#randomize
#rationale

[Multiple Correct Answer](#)
[Fill in the Blank](#)
[Short Essay](#)
[True/False](#)
[Fill in Numeric](#)

In this screen, you will see fields for the name and description of the your assessment, and for the questions. Enter your questions into the questions window and then click **Next**.

Note: Your questions must be written in a specific format. Refer to the "Instructions and Examples" shown on this screen for the correct format.

Write your questions in advance.



Tip: You may find it convenient to prepare questions in advance and then copy and paste them into the question area. Refer to the mark-up text format required and then type up your questions in a text editor. Then, copy and paste your questions into the markup text area.

Check your questions.

Validate Assessment/Question Pool

Step 2 of 2

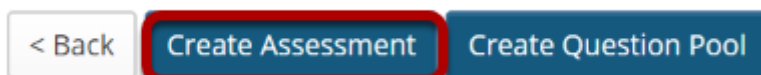
Verify that all of your questions appear below with the correct question types. Change the name and description of this question group as needed. Then click on the appropriate button below to complete the process.

#	Question	Type	Points	Discount	Answers	Feedback
1	Which of the following statements accurately describe a turbidity current?	Multiple Choice	1		<input type="checkbox"/> A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity). <input type="checkbox"/> B. The cause of mid-ocean trenches. <input type="checkbox"/> C. A phenomenon associated with violent atmospheric storms at sea. <input checked="" type="checkbox"/> D. none of these	
2	The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1		<input checked="" type="checkbox"/> A. continental shelf. <input type="checkbox"/> B. continental rise. <input type="checkbox"/> C. abyssal plains. <input type="checkbox"/> D. mid-ocean ridges.	
3	The continental shelf:	Multiple Choice	1		<input type="checkbox"/> A. is a narrow strip on the East Coast of the United States. <input type="checkbox"/> B. is a steeply dipping zone dropping off to the deep seafloor. <input type="checkbox"/> C. is a featureless plain unlike the neighboring continent. <input checked="" type="checkbox"/> D. is a gently sloping platform with a variable landscape.	
4	Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1		<input type="checkbox"/> A. They are regions of great geological stability. <input type="checkbox"/> B. They are areas with lithospheric plates are actively moving apart. <input type="checkbox"/> C. They are areas of frequent earthquakes and volcanoes, where lithospheric plates are converging or are in collision. <input checked="" type="checkbox"/> D. none of the above	
5	The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1		<input checked="" type="checkbox"/> A. the continental rise. <input type="checkbox"/> B. the abyssal hills. <input type="checkbox"/> C. the abyssal plains. <input type="checkbox"/> D. the mid-ocean mountains.	
6	The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:	Multiple Choice	1		<input type="checkbox"/> A. frequent earthquake activity. <input type="checkbox"/> B. active continental margins. <input type="checkbox"/> C. widespread volcanism. <input checked="" type="checkbox"/> D. passive continental margins.	

< Back Create Assessment Create Question Pool

Check that your questions meet your expectations.

Click Create Assessment.



If everything looks correct, click **Create Assessment** to create a new assessment.

(Alternately, you may click **Create Question Pool** to create a new question pool instead of a new assessment.)

Continue editing your exam.

You may now make further changes as described in [How do I create an Assessment \(i.e. Test or Quiz\)?](#), starting from "Add a question."

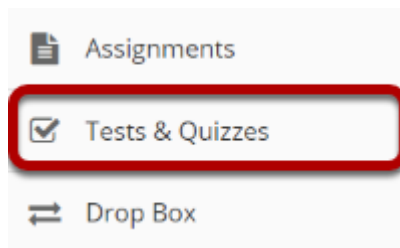
Tip: Remember that you still need to [publish your assessment](#) before students can view and submit it.

How do I create a new question (with the assessment builder)?

Questions can be added to a new or existing assessment with the assessment builder.

In general, the instructor clicks "Add," chooses a question type, and supplies the parts that are called for by that question type. This article covers the general settings common to most question types. For additional information on specific questions types, please refer to the individual articles for the appropriate question type.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz Actions	Draft			Entire Site	2018-12-16 15:55:00		Kristine	2018-12-16 16:00:00	<input type="checkbox"/>

Showing page 1 of 1

Edit
Preview
Print
Settings
Publish
Duplicate
Export

Previous 1 Next

Insert a question of the desired question type.

Questions: Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions [Copy to Pool](#) | [Edit](#)

Add Question select a question type ▼

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

Update Points

Select the type of question you would like to add from the **Add Question** drop-down menu.

Note: For more information about a specific question type, please refer to the individual help article for adding that type of question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam ☒ Yes ☐ No

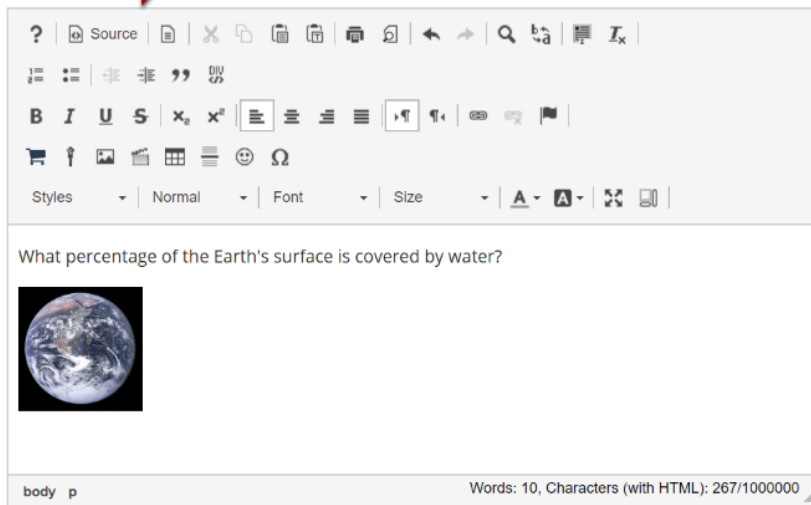
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Enter the question text.

Question Text

[Show All Rich-Text Editors](#)

What percentage of the Earth's surface is covered by water?



What percentage of the Earth's surface is covered by water?

body p Words: 10, Characters (with HTML): 267/1000000

Enter the text of your question into the text box provided. You may also click on the **Show All Rich-Text Editors** link in the top right corner of the text box to load the WYSIWYG html editor. The rich text editor allows you to format your question text and/or add images, links, or other resources.

Note: This section will vary depending on the type of question you are adding.

Add attachments.

Attachments

No Attachment(s) yet

Add Attachments

If you would like to attach a file to the question, you may click on the **Add Attachments** button to browse for and upload a file. Most multiple choice questions do not contain file attachments; however, in some cases you may want to provide students with a file in order to answer the question. For example, you could attach an audio file, a reference document, or other resource.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers ☐ Yes
☒ No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale ☐ Yes
☒ No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

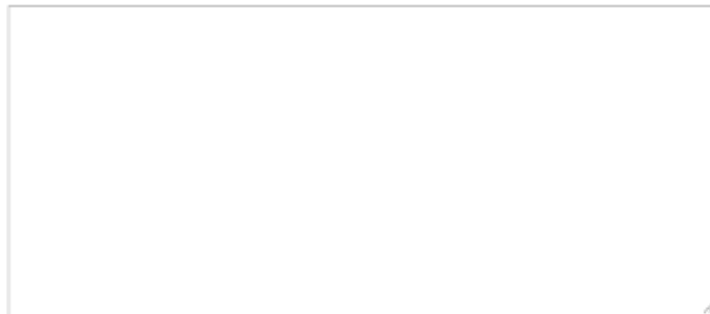
Assign to Question
Pool

Select a pool name (optional) ▼

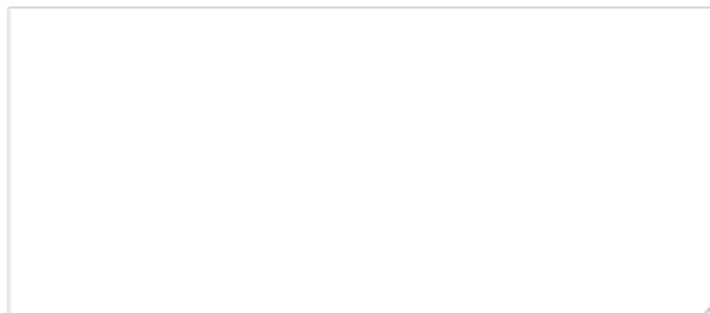
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide answer feedback. (Optional)

Correct Answer
Feedback (optional)

A large, empty rectangular text area with a thin border and a small cursor icon in the bottom right corner, intended for providing feedback for correct answers.

Incorrect Answer
Feedback (optional)

A large, empty rectangular text area with a thin border and a small cursor icon in the bottom right corner, intended for providing feedback for incorrect answers.

If you would like to provide feedback for students based on if they answer the question correctly or incorrectly, enter your feedback here.

Save your question.

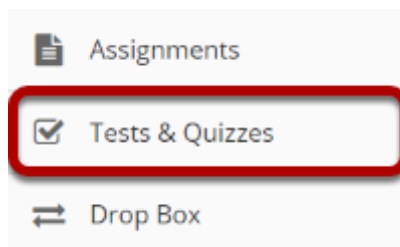


Once you have entered all of your question information, click **Save** to return to the edit assessment screen.

How do I create a multiple choice question?

A multiple choice question in an assessment provides pre-written choices from which the student will select. You can restrict the correct answers to one selection, or require allow multiple selections (one or more) for a correct answer.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

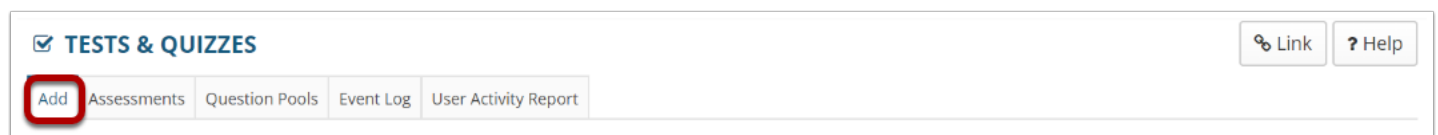
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title

1

☒ Create using assessment builder

☐ Create using markup text

Create

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz	Draft			Entire Site			Kristine	2018-12-16 16:12:20	<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

Actions ▾

Edit

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Settings

Duplicate

Export

Previous

1

Next

From the Add Question drop-down menu, select Multiple Choice.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice**
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

Enter a point value.

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

☒ Yes

☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Choose the answer configuration.

Answer [\(What's This?\)](#)

☒ **Single Correct**

☐ **Enable Negative Marking**

☐ **Enable Partial Credit**

[Reset to Default Grading Logic](#)

☐ **Multiple Correct, Single Selection**

☐ **Multiple Correct, Multiple Selection**

Single correct.

☒ **Single Correct**

A single correct answer grants all of the points to that selection. Selecting that configuration reveals a field for optional designation of negative points, incurred for any single incorrect selection.

Multiple Correct, Single Selection

Question Multiple Correct, Single Selection - point

Who wrote the "Mill on the Floss"?

☒ A. George Eliot

☐ B. George Henry Lewes

☒ C. Mary Ann Evans

☐ D. Mary Shelley

Answer Key:A,C

A multiple correct, single selection answer grants all of the points to more than one single selection.

If more than one of the answer selections is correct, then each can be checked, and a student who checks either of those selections (via radio buttons) earns all of the points. An example is shown above.

Multiple Correct, Multiple Selection

- ☒ **Multiple Correct, Multiple Selection**
- ☒ **Right Less Wrong**
- ☐ **All or Nothing**

A multiple correct, multiple selection answer requires several selections and allows different policies for granting the points.

- The option **Right Less Wrong** means that the points possible will be reduced by each box checked wrongly, either affirmed for a selection that should not be included, or left empty for a selection that should be included in the correct answers.
- The option **All or Nothing** means that all points are granted for a fully correct answer only; any other combination of affirmed and empty check boxes earns no points.

Add Question Text.

Question Text

Show All Rich-Text Editors

What was Cantor's first name?

Type the question into the text box provided.

*Note: You may also use the [Rich Text Editor](#) by clicking on the **Show All Rich-Text Editors** link.*

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Enter the question answers.

The screenshot shows a table with five rows of question answers. A red box highlights the entire table area. Numbered callouts are as follows:

- 1: Points to the top of the first text box containing 'Geordie'.
- 2: Points to the 'Correct Answer' column, specifically to the radio button next to 'C'.
- 3: Points to the 'Insert Additional Answers' dropdown menu at the bottom, which currently shows 'select...'.

Correct Answer	<input type="checkbox"/> A	Geordie
	Remove	
Correct Answer	<input type="checkbox"/> B	Geordie Boy
	Remove	
Correct Answer	<input checked="" type="checkbox"/> C	Georg
	Remove	
Correct Answer	<input type="checkbox"/> D	Gregory
	Remove	
Correct Answer	<input type="checkbox"/> E	None of the above
	Remove	

Insert Additional Answers: select...

1. Type the answers in the text boxes provided.
2. Indicate the correct answer by selecting the appropriate letter in the **Correct Answer** column.
3. (Optional) For more possible answers, choose a number from the drop-down list Insert Additional Answers.

Tip: To expand or shrink the text boxes, drag the corners.

Choose whether or not to randomize answers (for multiple choice).

Randomize Answers ☐ Yes
☒ No

The default setting is **No** for randomizing answers. If you would like the answer choices to appear in a random order each time a student takes the assessment, select **Yes**.

Tip: Remember that if you answer choices contain items like "all of the above" or "A and B are correct" randomizing the order could cause confusion with the answer key.

Choose whether or not to require rationale.

Require Rationale ☐ Yes
☒ No

The default setting is **No** for requiring rationale. If you want students to write an explanation for why they chose a particular response, select **Yes**.

Assign to part. (Optional)

Assign to Part

If you have multiple parts in your assessment, you may assign the question to a different part.

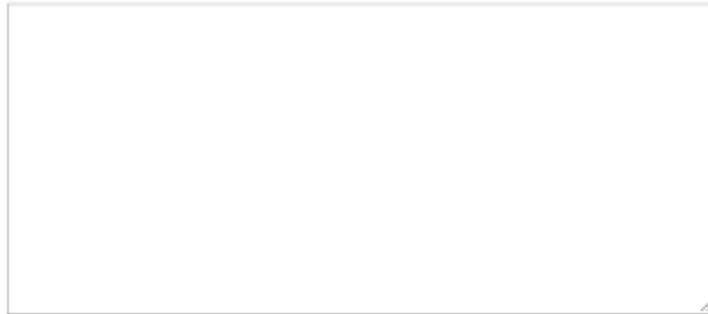
Assign to pool. (Optional)

Assign to Question Pool

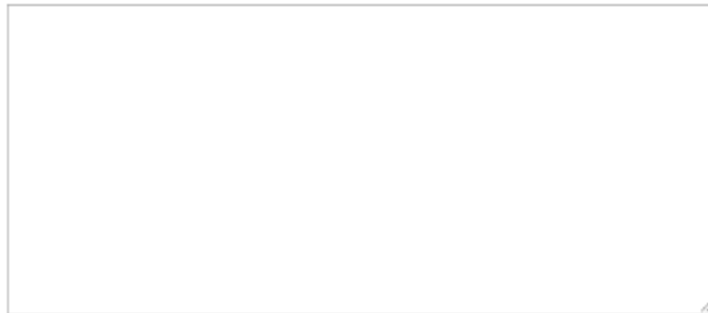
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Correct Answer
Feedback (optional)

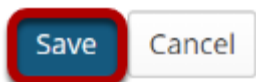
A large, empty rectangular text box with a thin gray border, intended for entering feedback for the correct answer.

Incorrect Answer
Feedback (optional)

A large, empty rectangular text box with a thin gray border, intended for entering feedback for the incorrect answer.

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Click Save.

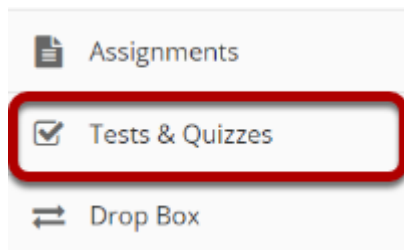


Click **Save** to save the question (or **Cancel** to exit).

How do I create a matching question?

This feature allows the user to create a numbered list of choices and a corresponding drop-down list of matches.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

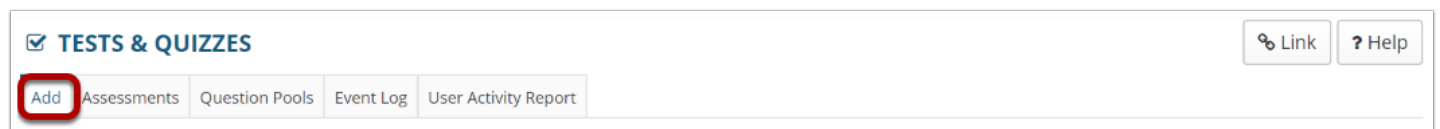
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz Actions ▼	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

- Edit**
- [Preview](#)
- [Print](#)
- [Settings](#)
- [Duplicate](#)
- [Export](#)

Previous 1 Next

Select Matching from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching**
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Matching** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam ☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

Match the following items:

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Add text for Choices and Matches.

Add/Edit Pairing and Optional Feedback

Choice

Match

No pairs have been created

Choice

Match

Show Rich-Text Editor (and character count)

Database

new

Show Rich-Text Editor (and character count)

Access

Save Pairing

Use the **Choice** and **Match** text fields to create a correct pair, then click **Save Pairing**. (Remove or edit any of the created pairs by using the **Remove** and **Edit** links next to each pair.)

*Note: You may also select the type of match from the drop-down menu. Choices of match type are *new*, *None of the Above*, or select from existing matches.*

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add answer feedback. (Optional)

Correct/Incorrect Answer Feedback

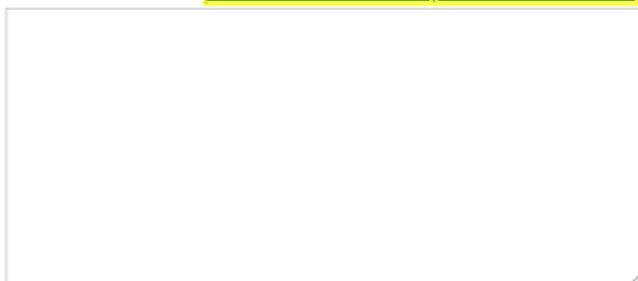
Correct Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small pencil icon is visible in the bottom right corner.

Incorrect Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin border, intended for entering feedback text. A small pencil icon is visible in the bottom right corner.

Feedback is optional text available for the student to review after the particular question is graded. For matching questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

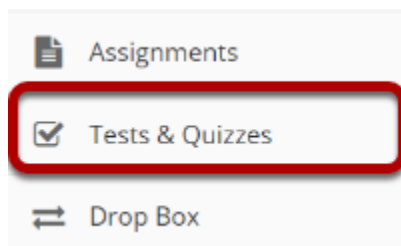


Click **Save** to save the question (or **Cancel** to exit).

How do I create a true/false question?

This allows for a true/false question to be added to a new or existing assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title **1**

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz Actions ▾	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

- Edit
- Preview
- Print
- Settings
- Duplicate
- Export

Previous Next

Select True False from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 Default - 0 questions

Add Question select a question type

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False**
- Copy from Question Pool

Update Points

After selecting **True False** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Points deducted for incorrect answer. (Optional)

Points deducted for Incorrect answer

0.0

Optional. Pertains only to 'True False' or 'Multiple Choice, Single Correct' questions.

Note: With true false questions, there is an option to deduct points for incorrect answers.

Add question text.

Question Text

Show Rich-Text Editor (and character count)

Hartford is the capitol of Connecticut.

Type the question text into the text box provided.

*Note: If you prefer to enter the question text using [Rich-Text Editor](#), you may click the hyperlink **Show/Hide Rich Text Editor** link and the editor will open.*

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select the correct answer.

Answer

☒ True ☐ False

Indicate either **True** or **False** as the correct response for this question.

Require rationale.

Required Rationale

☐ Yes ☒ No

This option determines whether or not students are required to state *why* the statement is true or false when they submit a response.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▼

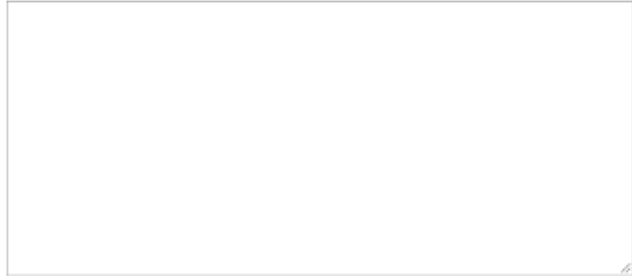
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback


Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small cursor icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

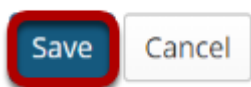
[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small cursor icon is visible in the bottom right corner.

Feedback is optional text available for the student to review after the particular question is graded. For true false questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Tip: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

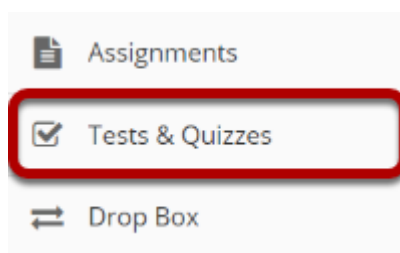


Click **Save** to save the question (or **Cancel** to exit).

How do I create a short answer/essay question?

This allows for a short answer or essay question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer. This type of question must be manually graded.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder

☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz Actions ▼	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

- [Edit](#)
- [Preview](#)
- [Print](#)
- [Settings](#)
- [Duplicate](#)
- [Export](#)

Select Short Answer/Essay from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay**
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Short Answer/Essay** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam ☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Where are the youngest and oldest rocks in the seabed?

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question
Pool

Select a pool name (optional) ▼

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide model answer. (Optional)

Answer: Provide a model answer to show students and to assist graders along with any feedback.

Model Short Answer
(optional)

[Show Rich-Text Editor \(and character count\)](#)

The youngest rocks are at the spreading centers; places like the East-Pacific Rise and the Mid-Atlantic Ridge. The oldest rocks are found beneath the layers of sediment descending into subduction zones in the northwestern Pacific.

Provide a model answer to the short answer/essay question in order to show students a generic version of the expected answer. It may also assist graders with feedback.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

The age differential is caused by the conveyor-belt-like movement of the seabed characteristic of the plate tectonics process. Rocks are found to be progressively older as the distance from a spreading center increases.

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

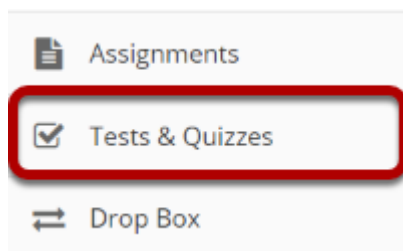


Click **Save** to save the question (or **Cancel** to exit).

How do I create a fill in the blank question?

This allows for a fill in the blank question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter the answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title **1**

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz Actions ▾	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

- Edit**
- [Preview](#)
- [Print](#)
- [Settings](#)
- [Duplicate](#)
- [Export](#)

Select Fill in the Blank from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank**
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Fill in the Blank** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is
taking the exam

☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around word(s) requiring blank response field(s).

Example: Roses are {red} and violets are {blue}.

Insert a pipe "|" between answer options like synonyms.

Example: {They are | They're} very happy.

Insert an asterisk (*) for one or more wildcard characters.

Example: It's raining {c*} and {d*s}.

[Show Rich-Text Editor \(and character count\)](#)

{Biosynthesis} is the term given to the early evolution of living organisms from the simple organic building blocks present on and in the early Earth.

Type the **Question Text** into the text box provided.

Note: If preferred, click the hyperlink to open the [Rich-Text Editor](#).

Select Case Sensitive, Mutually Exclusive, Ignore Spaces options.

☐ **Case sensitive?**

When checked, a student's response must match the correct answer exactly with respect to upper and lower case.

Example: if the correct answer is "ABC" and a student's response is "aBc", then the response would be marked as incorrect.

☐ **Mutually exclusive?**

When checked, questions including more than one blank with identical answer options must have unique answers.

Example: The sides of a coin are {heads|tails} and {heads|tails}. Correct answer: heads, tails. Half correct answer: heads, heads.

☐ **Ignore spaces?**

When checked, a student's response will neither require space characters nor will it be counted wrong if it's missing space characters.

Example: If the correct answer is " $2 * \sin(x - m)$ ", the following are marked as correct: " $2*\sin(x-m)$ ", " $2*\sin(x - m)$ ", etc.

Check boxes if the correct answer is case sensitive, the question has more than one acceptable answer, and/or to ignore any spaces in the answer.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question
Pool

Select a pool name (optional) ▼

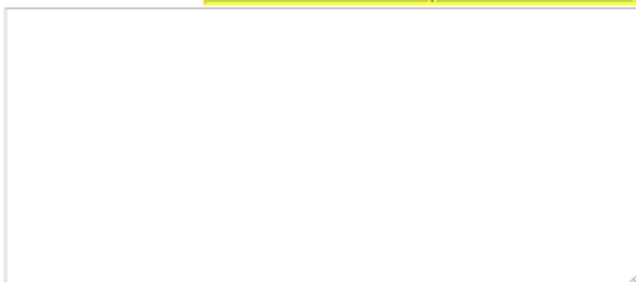
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

Correct Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin border, intended for entering feedback for the correct answer. A small icon is visible in the bottom right corner.

Incorrect Answer
Feedback (optional)

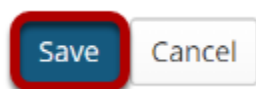
[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin border, intended for entering feedback for the incorrect answer. A small icon is visible in the bottom right corner.

Feedback is optional text available for the student to review after the particular question is graded. For fill in the blank questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

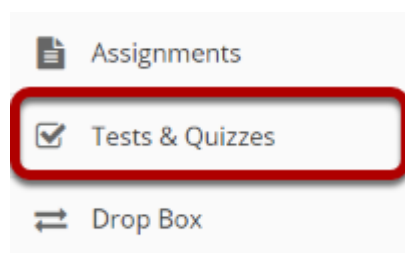


Click **Save** to save the question (or **Cancel** to exit).

How do I create a numeric response question?

This allows for a numeric response question to be added to a new or existing assessment. This question type presents users with a question followed by a text box in which they enter a numeric answer; each user's answer is compared to a list of allowed answers.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

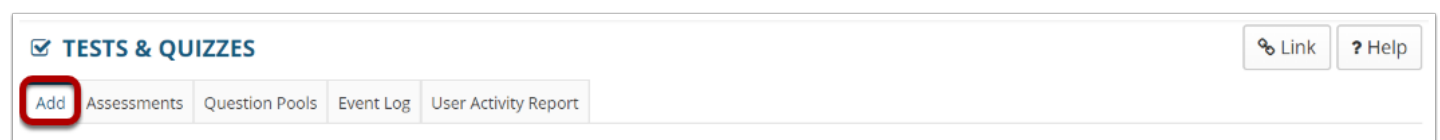
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title

☒ Create using assessment builder
☐ Create using markup text

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

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Remove Selected

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Actions

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Export

Select Numeric Response from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions

Add Question select a question type ▼

Update Points

- select a question type
- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response**
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting Numeric Response from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

Range: Insert a pipe "|" between a range of values.

Example: The price is $\{12.2|14.5\}$. Student answer between 12.2 and 14.5 will be considered valid.

Scientific notation: A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent.

Example: $\{6.022E23\}$ to express Avogadro's number.

Complex numbers should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values.

Example: $\{1+1i\}$ is valid whereas $\{1+i\}$ is not. Similarly, $\{0+9i\}$ is valid whereas $\{9i\}$ is not.

Acceptable Characters

Only numbers, decimal point markers, sign indicators preceding a number (e.g., -5), or

spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker.

Any other characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: $3/10=\{30\}\%$

(Only 30 will need to be entered in the blank response field.)

When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., $\{12.2|14.5\}$).

Show Rich-Text Editor (and character count)

$12*15=\{180\}$

Type the **Question Text** into the text box provided. Be sure to read the details on how to define answers properly, the three different forms of answers (**Range**, **Scientific notation**, and **Complex numbers**), and acceptable characters.

Defining Answers

Place curly brackets "{}" around numeric value(s) requiring blank response field(s). Example: $3*3=\{9\}$.

- **Range:** Insert a pipe "|" between a range of values. Example: The price is $\{12.2|14.5\}$. Student answer between 12.2 and 14.5 will be considered valid.
- **Scientific notation:** A period MUST be used as the decimal point marker and the letter "E" or "e" for exponent. Example: $\{6.022E23\}$ to express Avogadro's number.
- **Complex numbers** should be in the form $(a + bi)$ where "a" and "b" need to have explicitly stated values. Example: $\{1+1i\}$ is valid whereas $\{1+i\}$ is not. Similarly, $\{0+9i\}$ is valid whereas $\{9i\}$ is not.

Acceptable Characters

Only numbers, decimal point markers (period or comma), sign indicators preceding a number (e.g., -5), or spaces (e.g., as thousand separators, 5 000) are allowed within curly brackets. **NOTE:** For scientific notation, a period MUST be used as the decimal point marker. Any other

characters (e.g., \$ or %) can be placed outside brackets, if needed. For example: 3/10= {30}% (Only 30 will need to be entered in the blank response field.) When defining a range of values, the value preceding the pipe "|" must be smaller than the value after the pipe (e.g., {12.2|14.5}).

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet



Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional) ▼

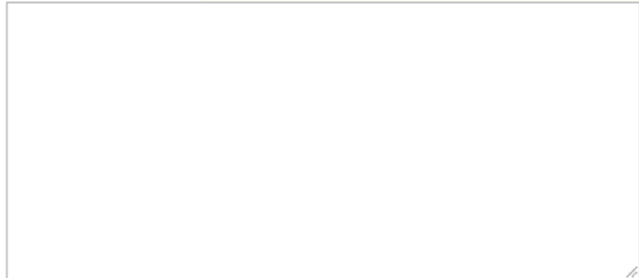
If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

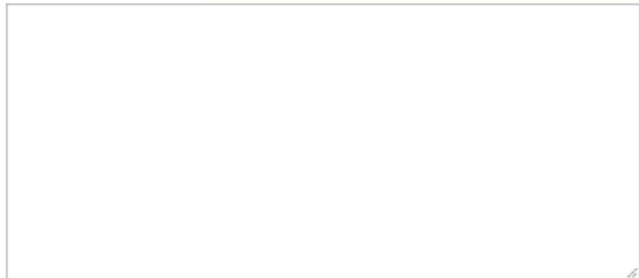
Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Incorrect Answer Feedback (optional)

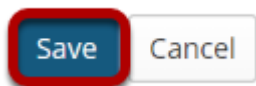
[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

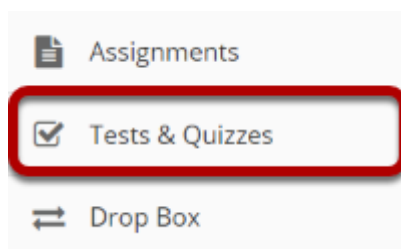


Click **Save** to save the question (or **Cancel** to exit).

How do I create a calculated question?

This allows for a calculated question to be added to a new or existing assessment. A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

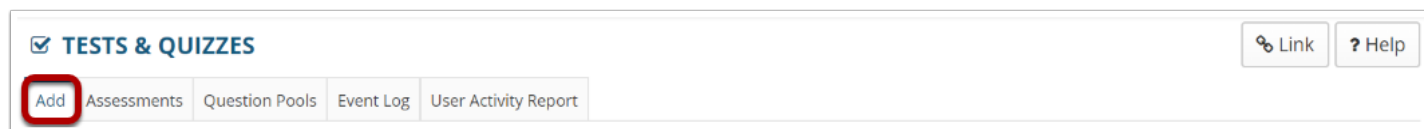
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title

1

☒ Create using assessment builder

☐ Create using markup text

2

Create

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz <div>Actions ▾</div>	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

Edit

Preview

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Previous

1

Next

Select Calculated Question from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part **1** ▼ Default - 0 questions

Add Question select a question type ▼

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

Update Points

After selecting Calculated Question from the drop-down menu, the program will open options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam

☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Question Text

A calculated question calculates new answers for every test, based on variables whose value changes each time. The answer is based on a formula, using those variables.

Instructions

1. Define variables in the question text by surrounding the variable name with single curly braces (e.g. {x} and {y})
When a student views the question, variable placeholders will be replaced with the variable values
2. Define formula placeholders in the question text by surrounding the formula name with double curly braces (e.g. {{z}})
When the student views the question, formula placeholders will be replaced with input boxes
Internal calculations using the variables can be added using double square brackets [[]]. The calculation result will be shown in the question text (e. g. $[(x)+(y)]$).
3. After writing the question text, press the button to Extract Variables and Formulas and Calculations
 - a. Set the min and max values for the variables
 - b. Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})

Example

Kevin has {x} apples. He buys {y} more. Now Kevin has $[(x)+(y)]$. Jane eats {z} apples. Kevin now has {{w}} apples.

The formula w in the example above would be defined as: {x} + {y} - {z}

► [Show/Hide more instructions and examples](#)

Rich-Text Editor (and character count)

Solve: $\cos(a) * (c - b) = z$

Type the **Question Text** into the text box provided. This is the information that the student will see, including the variable and formula placeholders (see examples below).

Variables: Define variables to use in this question below. Reference them in the question text by putting them in single curly braces eg. {x}. Variable names are alpha-numeric but must begin with an alpha character.

Example: Kevin has {x} apples. Jane eats {y}. How many does Kevin have now? {{z}}

Formulas: Place double curly braces (e.g. {{y}}) around a formula name, to define where the student's input box will display. Formula names are alpha-numeric but must begin with an alpha character.

Example: Solve: $\cos(a) * (c - b) = z$ Formula z would be $\cos(a) * (c - b)$

Keep in mind the following:

- You may define acceptable tolerance as a constant (0.01) or percentage (1.5%) of the answer. (Defaults to 0.01.)
- Variables and formulas support decimals. Default is 3.
- Valid Operators: + - * / ^ ! # ()

- You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
- There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your answer expression.
- Variables and Formulas cannot have the same name.
- See <http://mathparser.org/mxparser-math-collection/> for the full set of valid math functions and operators.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Click Extract Variables, Calculations, and Formulas.

[Show Rich-Text Editor \(and character count\)](#)

Solve: $\text{COS}(\{a\}) * (\{c\} - \{b\}) = \{z\}$

Attachments
No Attachment(s) yet

[Add Attachments](#)

Extract Variables, Calculations, and Formulas from Question Text

Variables

Variable Name	Min	Max	Decimal Places
No variables have been defined			

Click the **Extract Variables, Calculations, and Formulas from Question Text** button to create the variables and formulas.

Define ranges of variable values.

Variables

Variable Name	Min	Max	Decimal Places
a	<input type="text" value="1"/>	<input type="text" value="5"/>	<input type="text" value="3"/> ▼
b	<input type="text" value="8"/>	<input type="text" value="10"/>	<input type="text" value="3"/> ▼
c	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="3"/> ▼

Change the Min, Max, and Decimal Places for all of the variables to define their ranges of valid values.

Enter the formula.

Formulas

Define formula expressions in terms of the variables, using single curly braces (e.g. {x} - {y})
Valid operators: + - * / ^ ()
You can use the following math functions: SIN, COS, TAN, ASIN, ACOS, ATAN, ABS, EXP, SGN, SQRT, LOG10, and LN.
There are two built-in constants, PI(3.14...) and e(2.718...). Use them in your formula expression.

Formula Name	Formula	Tolerance	Decimal Places
z	<input type="text" value="COS({a}) * ({c} - {b}) = {z}"/>	<input type="text" value="0.01"/>	<input type="text" value="3"/>

Enter the mathematical expression for each Formula, inserting the Variables where needed.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool

Select a pool name (optional)

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

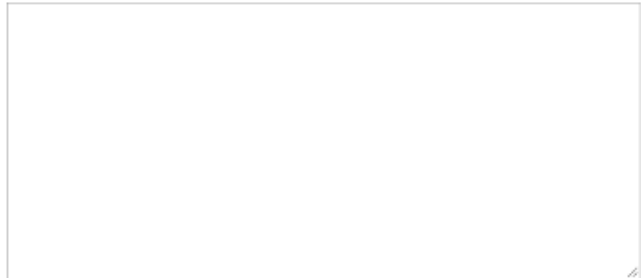
Correct Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small icon is visible in the bottom right corner.

Incorrect Answer Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback text. A small icon is visible in the bottom right corner.

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

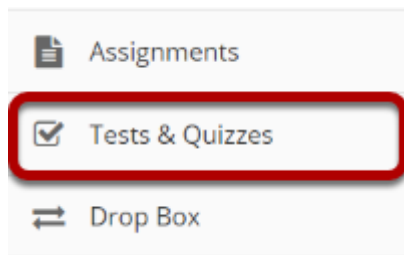
Click Save.



Click **Save** to save the question (or **Cancel** to exit).

How do I create a hot spot question?

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

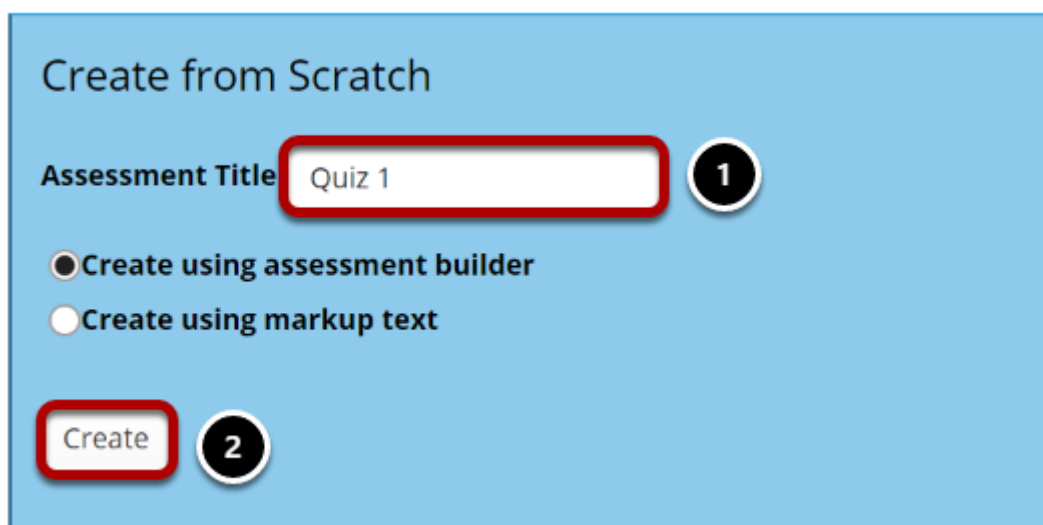
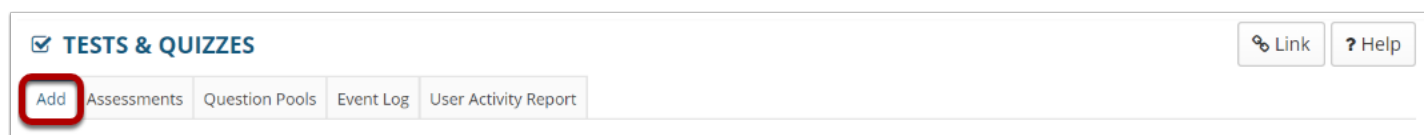
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.

A screenshot of the 'Create from Scratch' form. The 'Assessment Title' field contains the text 'Quiz 1' and is highlighted with a red box. Below the title field are two radio button options: 'Create using assessment builder' (selected) and 'Create using markup text'. At the bottom left, the 'Create' button is highlighted with a red box. A circled number '1' is next to the title field, and a circled number '2' is next to the 'Create' button.

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-30 11:11:28	<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

Actions

Edit

Preview

Print

Settings

Duplicate

Export

Previous

1

Next

Select Hot Spot from drop-down menu.

Questions: Quiz

Add Part | Preview | Print | Settings

Part

1

 Default - 0 questions

Add Question

select a question type

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

Update Points

After selecting **Hot Spot** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is
taking the exam

☒ Yes ☐ No

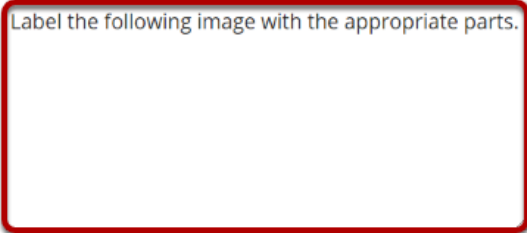
Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Question Text.

Enter question instructions in the textbox below or use the default message. Upload the Hot Spot image in the designated section below.

Show Rich-Text Editor (and character count)

Label the following image with the appropriate parts.



Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

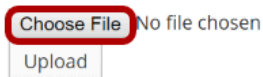


Click **Add Attachments** to browse for and select a file attachment if desired.


*Note: The **Add Attachments** area is NOT for uploading the question's hot spot image. You may, however, use this upload area to add files relevant to the question.*

Click Choose File.

Select Hot Spot
image



Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 

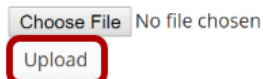
Add Item

Click **Choose File**, then browse your computer for the desired image and select **Open**.


Note: It is recommended that hot spot images not exceed 600px in width. You must edit the image's size before uploading.

Click Upload.

Select Hot Spot
image



Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1 

Add Item

Once the desired image has been selected, click **Upload**.

*Note: To override this uploaded image with a different image, select the **Choose File** button again to locate another file.*

View image.

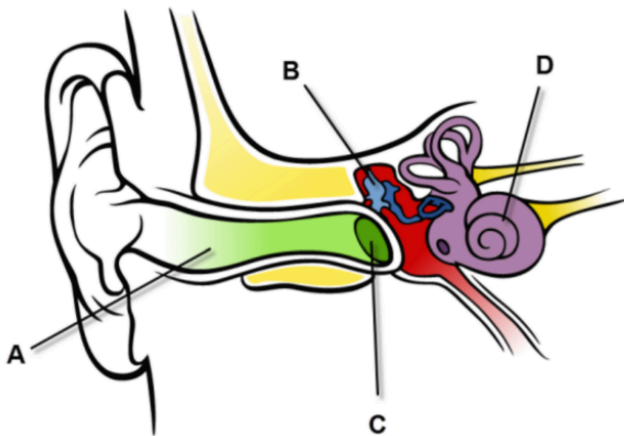
Select Hot Spot
image

Choose File No file chosen
Upload

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1

+ Add Item



"Anatomy of the Human Ear blank" by Anatomy_of_the_Human_Ear.svg: Chitra L. Brockmann/derivative work: M-Komomiczak - talk - Anatomy_of_the_Human_Ear.svg. Licensed under Creative Commons Attribution 2.5 via Wikimedia Commons - http://commons.wikimedia.org/wiki/File:Anatomy_of_the_Human_Ear_blank.svg#/media/File:Anatomy_of_the_Human_Ear_blank.svg

Set up the image hot spots.

Once you have uploaded a hot spot image, you may begin adding the items you will want students to identify within the image. To do so:

Next to Item 1, enter a description.

Select Hot Spot
image

Choose File No file chosen
Upload

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1

+ Add Item

This description you enter here will be the prompt that appears to students.

Select the + icon to add additional hot spot items. (Optional)

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1	<input type="checkbox"/>	External Auditory Canal	
2	<input type="checkbox"/>	Malleus	-
3	<input type="checkbox"/>	Tympanic Membrane	-
4	<input checked="" type="checkbox"/>	Cochlear Nerve	-
<div><input checked="" type="checkbox"/> Add Item</div>			

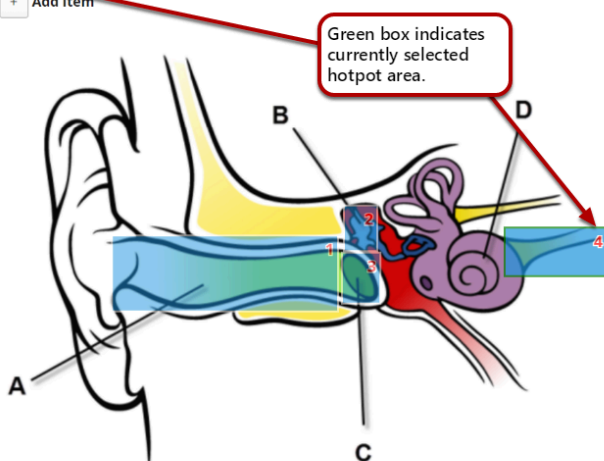
If you wish to have students identify more than one item within the image, use the **+ Add Item** option to add and label additional items.

Note: You may remove additional items by selecting the - icon next to the item description. Item 1 is not removable.

Specify the zone for each item.

Enter the description and draw the corresponding Hot Spot area for each item you wish to add. The green button indicates the item you are working on.

1	<input type="checkbox"/>	External Auditory Canal	
2	<input type="checkbox"/>	Malleus	-
3	<input type="checkbox"/>	Tympanic Membrane	-
4	<input checked="" type="checkbox"/>	Cochlear Nerve	-
<div><input checked="" type="checkbox"/> Add Item</div>			



"Anatomy of the Human Ear blank" by Anatomy_of_the_Human_Ear.svg, Chitra L. Brockmann derivative work: M-Komomiczak - talk -> Anatomy_of_the_Human_Ear.svg. Licensed under Creative Commons Attribution 2.5 via Wikimedia Commons - http://commons.wikimedia.org/wiki/File:Anatomy_of_the_Human_Ear_blank.svg#media:viewer/File:Anatomy_of_the_Human_Ear_blank.svg

Once the desired number of items have been created, you may associate them with a specific region within the uploaded image. Select the button to the left of the description before drawing the item zone. When the button is green, you are working on that item.

Within the image, click and drag to create a hot spot zone for the highlighted item. When students click *anywhere* within this zone, they will have successfully selected the selected item.

Note: Ensure that the hot spot zone's number (indicated in the upper-right of the zone) correlates to the correct item in the list above. You may re-do the zone selection by clicking and dragging again.

Allow partial credit.

Allow Partial Credit ☒ Yes ☐ No

By default, if you have multiple hot spot items within your question, partial credit is **enabled**. If a question is worth 10 points and a student only correctly identifies 1 out of 2 possible hot spot items, they will receive credit for 5 points. You may disable this option by selecting **No** for **Allow Partial Credit**.

Assign to part. (Optional)

Assign to Part Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question Pool Select a pool name (optional) ▼


If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Add feedback for correct answer and/or incorrect answer. (Optional)

Correct/Incorrect Answer Feedback

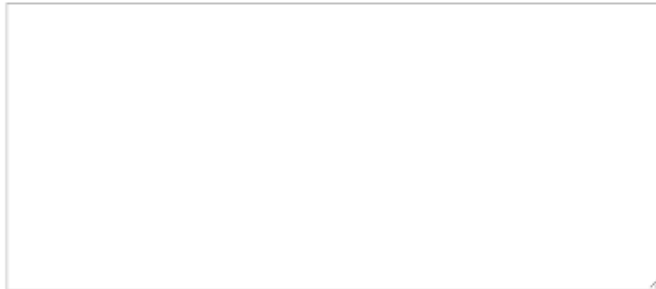
Correct Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback for the correct answer. A small icon is visible in the bottom right corner.

Incorrect Answer
Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)

A large, empty rectangular box with a thin gray border, intended for entering feedback for the incorrect answer. A small icon is visible in the bottom right corner.

Feedback is optional text available for the student to review after the particular question is graded. For numeric response questions, the feedback option is offered for correct and/or incorrect answers, if desired.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.



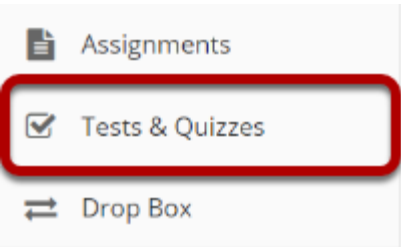
Click **Save** to save the question (or **Cancel** to exit).

How do I create a survey?

The Tests & Quizzes tool may be set up to deliver surveys as well as other types of assessments. Survey question types may be added to a new or existing assessment. There are two types: a basic survey and a matrix of choices survey.

*Tip: If you are delivering a survey, you may wish to set the assessment to **anonymous** when publishing the item, so that your survey responses will be gathered anonymously. See [How do I view and modify the settings of an assessment?](#) for more information on delivery options.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

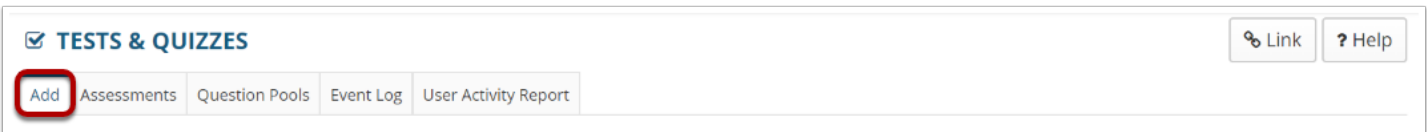
Select an assessment.

A survey question (either a basic survey or a matrix of choices) may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a new assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View ▼

Display ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz <div>Actions ▼<ul style="list-style-type: none">EditPreviewPrintSettingsDuplicateExport</div>	Draft			Entire Site			ktinstructor	2018-12-23 12:56:06	<input type="checkbox"/>

Showing page 1 of 1

Previous Next

For a basic survey, select Survey from the drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey**
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Survey** from the drop-down menu, the program will open additional options for the question.

The Answer Point Value will default to zero.

Answer Point Value 0 points

Because basic surveys are not typically scored, the answer point value will default to zero. This setting cannot be changed.

Display points?

Display Point Value while student is taking the exam ☐ Yes ☒ No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

The textbook for this class was appropriate for the content covered in this course.

Type the question text to the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment.

Select Answer(s) from list.

Answer

- ☐ Yes, No
- ☐ Disagree, Agree
- ☐ Disagree, Undecided, Agree
- ☐ Below Average -> Above Average
- ☒ Strongly Disagree -> Strongly Agree
- ☐ Unacceptable -> Excellent
- ☐ 1 -> 5
- ☐ 1 -> 10

Select the desired answer format from the list.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default ▼

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question
Pool

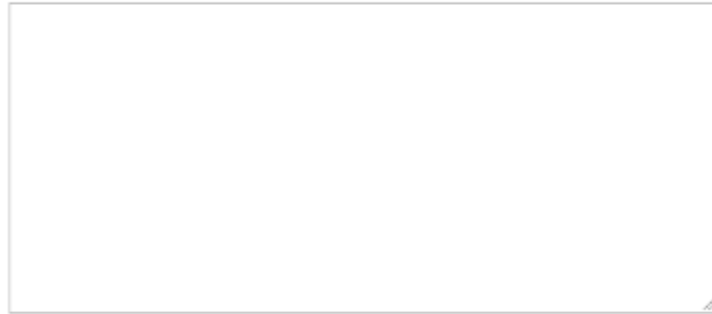
Select a pool name (optional) ▼

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.



Click **Save** to save the question (or **Cancel** to exit).

For a matrix of choices survey, select Survey - Matrix of Choices from the drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part Default - 0 questions

Add Question

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices**
- True False
- Copy from Question Pool

After selecting **Survey - Matrix of Choices** from the drop-down menu, the program will open additional options for the question.

Answer Point Value.

Answer Point Value

0.0

There is a field for the **Answer Point Value** which may be edited. However, it is recommended that you leave the default value of **zero**, since this question type does not have a way to designate the "correct" answer selection and therefore cannot be automatically scored.

Display points?

Display Point Value
while student is
taking the exam

☐ Yes ☒ No

Select the radio button to determine whether or not students will see the point value as they are taking the survey. Since this type of question is not typically scored, **No** is the recommended selection.

Add Question Text.

Question Text

[Show Rich-Text Editor \(and character count\)](#)

Please indicate your agreement with the following statements:

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add Attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment.

Enter Answer Options.

Answer

	column choice #1	column choice #2
row choice #1	<input type="radio"/>	<input type="radio"/>
row choice #2	<input type="radio"/>	<input type="radio"/>

Row Choices (press "Return" key after each choice)

I feel comfortable conversing through the online medium.
I feel comfortable participating in the course discussions.
I feel comfortable interacting with other course participants.

Column Choices (press "Return" key after each choice)

strongly disagree
disagree
neutral
agree
strongly agree

Input the desired choices for **Row Choices** and **Column choices** in the corresponding boxes. Press **Return** after each choice to separate the items.

Select forced ranking. (Optional)

☐ Allow Only One Response per Column (forced ranking)

Check the box for **Allow Only One Response per Column** if **forced ranking** is desired.

Add Comments field. (Optional)

☐ Add Comment Field

Check the box to **Add Comment Field** in the survey if desired.

Specify Relative Column Width. (Optional)

Relative Widths of
Columns

Use browser defaults for column widths

The drop-down menu is available to regulate column and row width. The widths are based in percentages.

Assign the question to a part of the assessment. (Optional)

Assign to Part

Part 1 - Default

The question can be added to a specific portion of the assessment, such as Part 1 or Part 2 (depending on how many parts exist). Part 1 is the default location.

Assign the question a Question Pool. (Optional)

Assign to Question
Pool

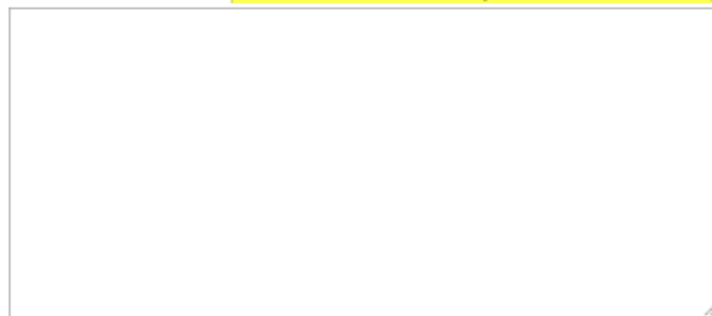
Select a pool name (optional)

The question may also be added to a [Question Pool](#), if desired.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)



Feedback is optional text available for students to view.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

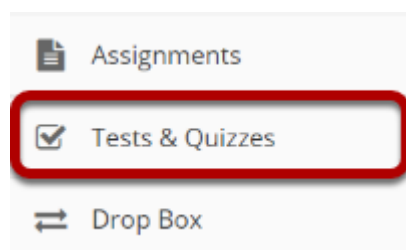


Click **Save** to save the question (or **Cancel** to exit).

How do I create a student audio response question?

This explains the process of adding a student audio response question (formerly called "audio recording" question) to any type of assessment. This question type presents users with a question that they must answer audibly. A recording utility opens and allows users to record the answer using a microphone.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

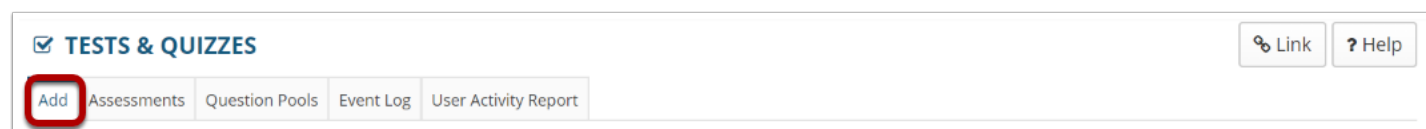
Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title **1**

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-30 11:11:28	<input type="checkbox"/>

Showing page 1 of 1

Actions ▼

- [Edit](#)
- [Preview](#)
- [Print](#)
- [Settings](#)
- [Duplicate](#)
- [Export](#)

Previous Next

Select Student Audio Response from drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions

Add Question select a question type ▼

Update Points

- select a question type
- Calculated Question
- File Upload
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response**
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **Student Audio Response**, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value
while student is
taking the exam

☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading Rubric

No rubrics have been created.

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in [How do I add a rubric to an assessment \(i.e. test or quiz\)?](#)

Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

Recite the following passage:

'Tis but thy name that is my enemy;
Thou art thyself, though not a Montague.
What's Montague? it is nor hand, nor foot,
Nor arm, nor face, nor any other part
Belonging to a man. O, be some other name!

Type the Question Text into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Add a time allowance

Time allowed
(seconds): Indicate
how long student
has to record answer

35

This option regulates the amount of **time** that a student has to record an answer to a question. This time is measured in seconds.

Add an amount of times to re-record

Number of attempts
: Indicate number of
times students are
allowed to re-record
answer

Unlimited ▼

Use the drop-down menu to regulate the number of attempts a student has to answer a question. (You may select up to 10, or unlimited attempts.)

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question
Pool

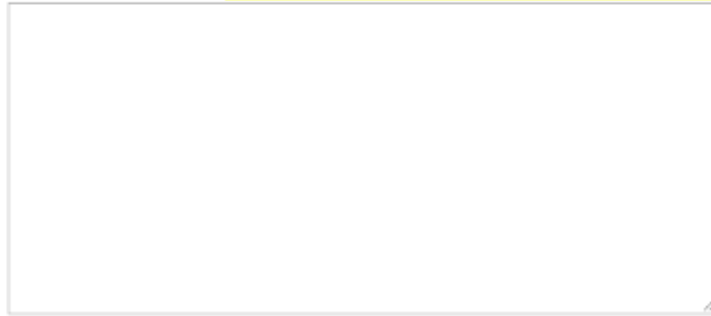
Select a pool name (optional) ▼

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

[Show Rich-Text Editor \(and character count\)](#)



Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

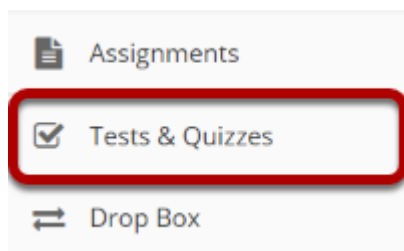


Click **Save** to save the question (or **Cancel** to exit).

How do I create a file upload question?

This allows for a file upload question to be added to a new or existing assessment. This question type presents a question or assignment that requires the user to upload a file.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Questions may be added to any assessment. Select an existing assessment or create a new one.

Note: You may also [add a question directly to a question pool](#).

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title **1**

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

Display assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz Actions ▾	Draft			Entire Site			ktinstructor	2018-12-30 11:11:28	<input type="checkbox"/>

Showing page 1 of 1

[Edit](#)
[Preview](#)
[Print](#)
[Settings](#)
[Duplicate](#)
[Export](#)

Select File Upload from the drop-down menu.

Questions: Quiz

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions

Add Question select a question type ▼

Update Points

- select a question type
- Calculated Question
- File Upload**
- Fill in the Blank
- Hot Spot
- Matching
- Multiple Choice
- Numeric Response
- Short Answer/Essay
- Student Audio Response
- Survey
- Survey - Matrix of Choices
- True False
- Copy from Question Pool

After selecting **File Upload** from the drop-down menu, the program will open additional options for the question.

Set the point value for the question.

Answer Point Value

1.0

Enter the point value for this question. Questions may be worth any point value you choose.

Tip: Keep in mind that the point value of all the questions in the assessment will equal the point value of the assessment in the Gradebook. So, if you want your assessment to be worth a total of 100 points, you should assign point values to your questions accordingly.

Display points?

Display Point Value while student is taking the exam ☒ Yes ☐ No

Do you want students to see the point value as they are taking the test? If so, leave the default setting of **Yes**. If you prefer that students do not see the point value for the question, select **No**.

Add Rubric. (Optional)

Grading Rubric

No rubrics have been created.

Grading rubrics can be selected on manually graded question types. You can select an existing rubric or create a new one by following the steps outlined in [How do I add a rubric to an assessment \(i.e. test or quiz\)?](#)

Add Question Text.

Question Text

Show Rich-Text Editor (and character count)

Upload your scanned homework paper showing your work and calculations.

Type the **Question Text** into the text box provided.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Assign to part. (Optional)

Assign to Part

Part 1 - Default ▼

If you have multiple parts in your assessment, you may assign the question to a different part.

Assign to pool. (Optional)

Assign to Question
Pool

Select a pool name (optional) ▼

If you have an existing question pool and would like to copy this question to the pool, select the pool name here.

Provide Feedback. (Optional)

Feedback (optional)

Show Rich-Text Editor (and character count)

Feedback is optional text available for students to view after the particular question is graded.

Note: To edit with Rich-Text Editor, click the hyperlink to open the full menu.

Click Save.

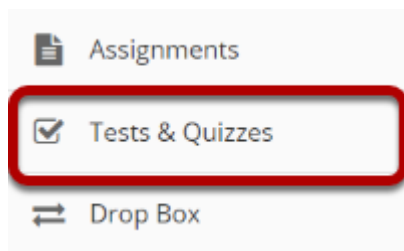


Click **Save** to save the question (or **Cancel** to exit).

How to I add multiple parts to an assessment?

This explains how to create additional parts to assessment. Parts are often used to set up [random question sets](#) that pull questions from [question pools](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-30 11:11:28	<input type="checkbox"/>

- Actions

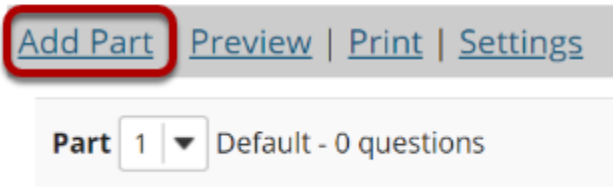
 - Edit
 - Preview
 - Print
 - Settings
 - Duplicate
 - Export

Showing page 1 of 1

Previous 1 Next

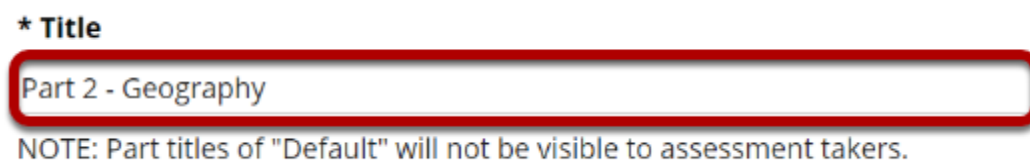
Click Add Part.

Questions: Quiz



A screenshot of a quiz interface. At the top, there is a horizontal bar with four links: 'Add Part', 'Preview', 'Print', and 'Settings'. The 'Add Part' link is highlighted with a red rectangular box. Below this bar, there is a 'Part' dropdown menu showing '1' and a downward arrow, followed by the text 'Default - 0 questions'.

Add a Title.

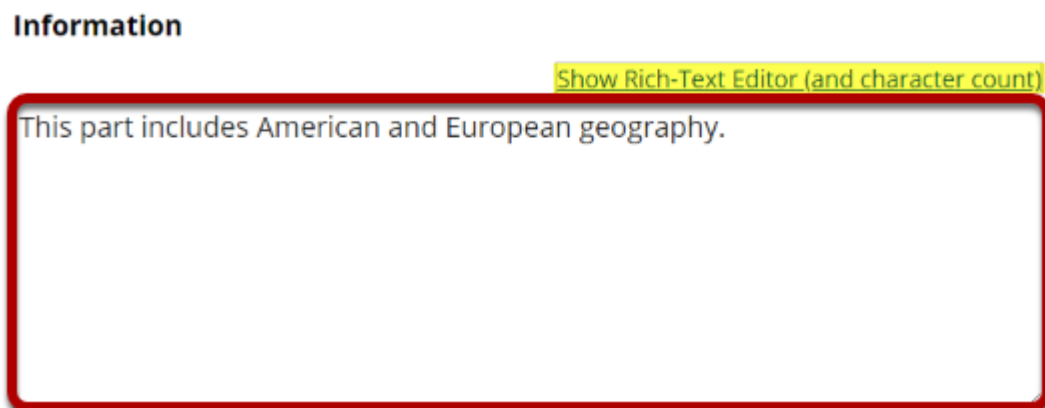


A screenshot of a form with a label '* Title' and a text input field. The text 'Part 2 - Geography' is entered into the field, which is highlighted with a red rectangular box. Below the field, a note reads: 'NOTE: Part titles of "Default" will not be visible to assessment takers.'

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Add Information. (Optional)



A screenshot of a form with a label 'Information' and a text input field. The text 'This part includes American and European geography.' is entered into the field, which is highlighted with a red rectangular box. Above the field, a yellow button labeled 'Show Rich-Text Editor (and character count)' is visible.

Use the text box provided to type **Information** about the created part.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

- ☒ Questions authored one-by-one
- ☐ Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "Questions authored one-by-one" is selected, the following options will display.

Options

Question Ordering

- ☒ As listed on Assessment Questions page
- ☐ Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "Random draw from question pool" is selected, the following options will display.

Options

Randomization

1

2

3

* Draw question(s) from

☒ A student's questions are randomized each time an assessment is submitted

☐ A student's questions are randomized once for all submissions

Scoring

4

5

* Correct answers are worth point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
-------------------------------------	---------------------------------------

Click **Save** to save the question (or **Cancel** to exit).

How do I use assessment parts?

Assessments are subdivided into parts, but may consist of only one part that comprises all the questions. Parts allow you to create sections of an assessment, each with its own title, questions, question pool draws, attachments (for resources or directions), and question ordering.

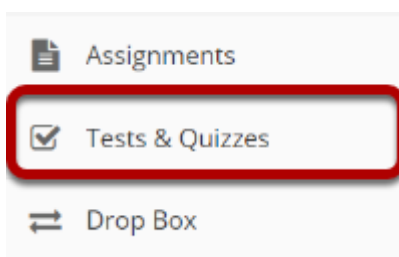
When you create a new assessment, a part (i.e., section) called "Default" is created automatically. If you leave it named "Default", that title will not appear on your assessment; to change the part's name, click Edit. You can begin adding questions immediately to "Default", or you can add your own parts.

New parts will be listed in the order you create them. You can re-order parts within an assessment, and edit each part individually.

Your assessment must contain at least one part, but you can remove any of the additional parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

For more information on adding parts, see [How do I add multiple parts to an assessment?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Parts may be added to any assessment. Select an existing assessment or create a new one.

Create a New Assessment.

Click Add.

TESTS & QUIZZES

Add

Assessments

Question Pools

Event Log

User Activity Report

Link

Help

Create from Scratch

Assessment Title

Quiz 1

1

Create using assessment builder

Create using markup text

Create

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-30 11:11:28	<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

Actions

Edit

Preview

Print

Settings

Duplicate

Export

Previous

1

Next

Edit a part.

Questions: Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Add Question select a question type ▼

Part 2 ▼ Part 2 - Geography - 0 questions

[Copy to Pool](#) | [Remove](#) [Edit](#)

Add Question select a question type ▼

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

Edit the Title.

* Title

Part 2 - Geography

NOTE: Part titles of "Default" will not be visible to assessment takers.

Type a **title** into the text box provided.

Note: If the part title is marked as the Default, the title will not appear to assessment takers.

Edit Part Information. (Optional)

Information

[Show Rich-Text Editor \(and character count\)](#)

This part includes American and European geography.

Use the text box provided to type **Information** about the created part.

Note: To edit with [Rich-Text Editor](#), click the hyperlink to open the full menu.

Add attachment. (Optional)

Attachments

No Attachment(s) yet

Add Attachments

Click **Add Attachments** to browse for and select a file attachment if desired.

Select Part Type.

Type

- ☒ Questions authored one-by-one
- ☐ Random draw from question pool

Choose the option to **author questions one-on-one** or select **random draw from question pool**.

If "Questions authored one-by-one" is selected, the following options will display.

Question Ordering

☒ As listed on Assessment Questions page

☐ Random within Part

Select the radio button to order the questions **As listed on Assessment Questions page**, or to order them **Random within Part**.

If "Random draw from question pool" is selected, the following options will display.

Options

Randomization

* Draw question(s) from

☒ A student's questions are randomized each time an assessment is submitted

☐ A student's questions are randomized once for all submissions

Scoring

* Correct answers are worth point(s).

* For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.

5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Add Metadata. (Optional)

Metadata

Objective	<input type="text"/>
Keyword	<input type="text"/>
Rubric	<input type="text"/>

Enter **Metadata**, such as the **objective**, **keyword**, and **rubric**, into the text boxes provided.

Click Save.

Save

Cancel

Click **Save** to save the question (or **Cancel** to exit).

Arrange parts.

Part 2 ▼

Random draw from Chapter 1 - 2 questions

Update Questions

[Remove](#) | [Edit](#)

1

2

Add Question

select a question type ▼

Update Points

Update Order

New parts will be listed in the order you create them. To switch the order of two parts, before a part's name, change the number in the drop-down list next to "Part" and click **Update Order**. For example, if you have three parts, and you want the third part to appear first, use the drop-down list to change the 3 to 1. The third part will become the first part and the first part will become the third. The example illustrated will exchange the places of Parts 1 and 2.

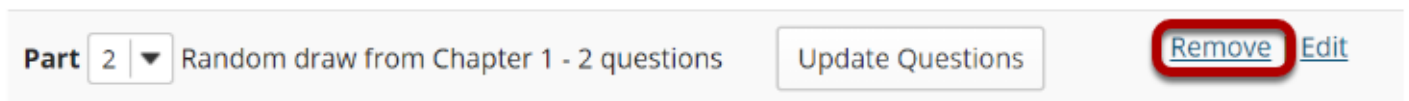
Your assessment must contain at least one part, but you can remove any of the parts you create. You can also remove the "Default" part, as long as you've already created another part to replace it.

Remove parts.

You can remove the Part and its questions altogether or remove the Part as a section and retain its questions.

Note: The first part listed on the editing screen will not have the Remove option. To remove the first part, you must switch its order with another part (if you don't have another part, you'll have to create one), and then click Remove.

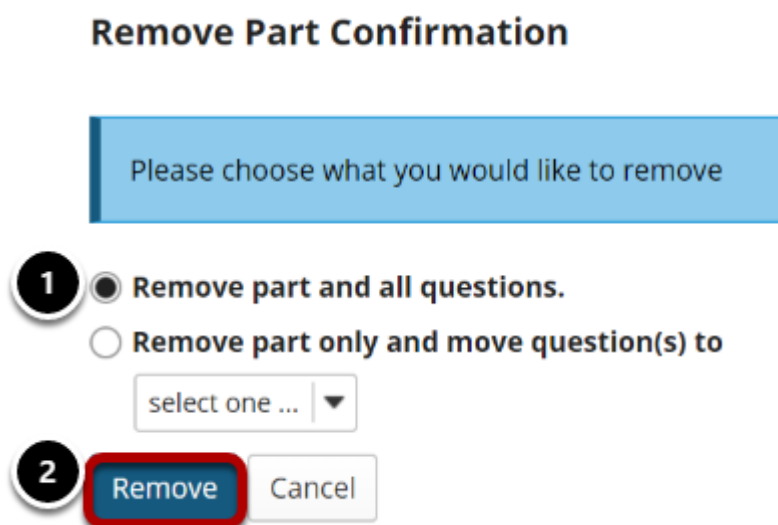
Choose to remove.



Part 2 ▼ Random draw from Chapter 1 - 2 questions Update Questions Remove Edit

In the open assessment, find the part. Next to the part's name, click **Remove**.

Choose to delete or combine the questions.



Remove Part Confirmation

Please choose what you would like to remove

1 ☒ Remove part and all questions.

2 ☐ Remove part only and move question(s) to

select one ... ▼

Remove Cancel

1. On the subsequent confirmation screen, choose between the following:

Remove part and all questions.

Remove part only and move question(s) to (use the accompanying drop-down list to choose another part).

2. Click **Remove**.

What is a question pool?

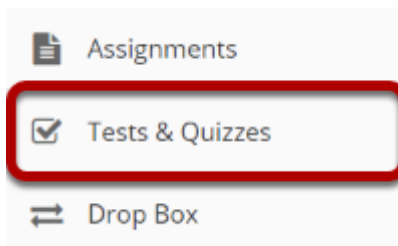
A question pool is a set of questions, identified by a name, that belongs to you (not the worksite). You can share a question pool with others, and others can share theirs with you.

Questions pools are set up in advance of an assessment, for convenience. When you are ready to give your students an assessment (a test or quiz), you can pull questions from your pools and also from pools that have been shared with you.

Question pools serve as the basis for random-draw questions. To give each student a different question on the same subject, set up a question pool with several equivalent questions on that subject, and then add a random-draw question using that pool.

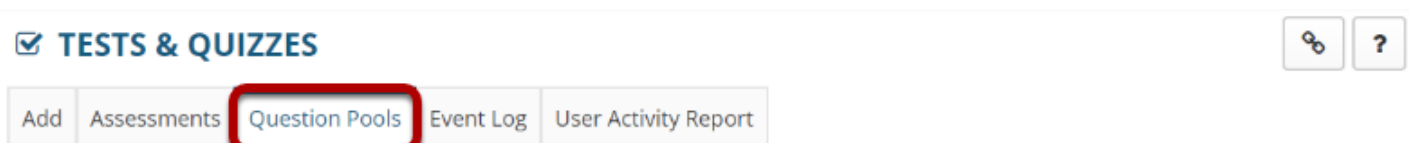
Question pools can be subdivided into subpools, and those subpools can be further subdivided, for organization that reflects your teaching methods.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.







Click Question Pools.



Question Pool Example.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name▲	Owner	Last Modified	Questions	Subpools	Delete?
▼  OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	3	<input type="checkbox"/>
▼  Chapter 1 Add Subpool Copy Move	ktinstructor	01/05/2019	0	2	<input type="checkbox"/>
 Multiple Choice Add Subpool Copy Move	ktinstructor	01/05/2019	10	0	<input type="checkbox"/>
 Short Answer/Essay Add Subpool Copy Move	ktinstructor	01/05/2019	2	0	<input type="checkbox"/>
 Chapter 2 Add Subpool Copy Move	ktinstructor	01/05/2019	6	0	<input type="checkbox"/>
 Chapter 3 Add Subpool Copy Move	ktinstructor	01/05/2019	1	0	<input type="checkbox"/>

Delete

Here we see a question pool (e.g. OCE 101) that contains three questions at the top level and also subpools for Chapters 1, 2, and 3. Chapter 1 also has two subpools of its own (Multiple Choice and Short Answer/Essay).

Tip: A question pool can contain both questions of its own and subpools.

You will see question pools that you have authored as well as question pools that have been shared with you by their authors.

Note: Question pools are not identified by course site, as they are associated with a specific owner rather than worksite.

Contents of a question pool.

Question Pool: OCE 101

Pool Name:

Owner: ktinstructor

Department/Group:

Description:

Objectives:

Keywords:

3 Subpools

[Add Subpool](#) [Preview](#)

Pool Name	Owner	Last Modified	Questions	Subpools
Chapter 1 Add Subpool Copy Move Remove Preview	ktinstructor	01/05/2019	0	2
Chapter 2 Add Subpool Copy Move Remove Preview	ktinstructor	01/05/2019	6	0
Chapter 3 Add Subpool Copy Move Remove Preview	ktinstructor	01/05/2019	1	0

3 Questions

[Remove](#) | [Copy](#) | [Move](#)

[Add Question](#)

Question Text	Question Type	Points	Last Modified
<input type="checkbox"/> Edit Question 1: How will this course help you in your academic career or personal goals? Copy Move	Short Answer/Essay	1.0	2019-01-05 10:50:52
<input type="checkbox"/> Edit Question 2: What grade do you expect to earn in this course? Copy Move	Short Answer/Essay	1.0	2019-01-05 10:51:27
<input checked="" type="checkbox"/> Edit Question 3: Why did you decide to take this course? Copy Move	Short Answer/Essay	1.0	2019-01-05 10:51:50

Clicking on the name of the pool, in this case OCE 101, shows its subpools and questions.

1. To add a subpool to the current pool, click **Add Subpool**.
2. To remove a subpool, click the **Remove** link under the name of the subpool to be deleted.
3. To add a new question to the current pool, click **Add Question**.
4. To remove a question from the pool, select the question or questions to be removed and then click the **Remove** button in the questions listing area.

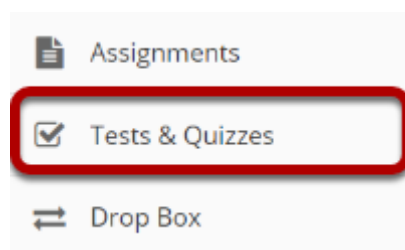
To create a new Question Pool, see [How do I add, copy, move, or remove a Question Pool?](#)

How do I add, copy, move, or delete a question pool?

Creation of a question pool consists of assigning a name and composing the questions, analogous to composing the questions of an exam. Question pools can serve as test banks for assessment questions, including random draw questions. For an overview, see [What is a Question Pool?](#)

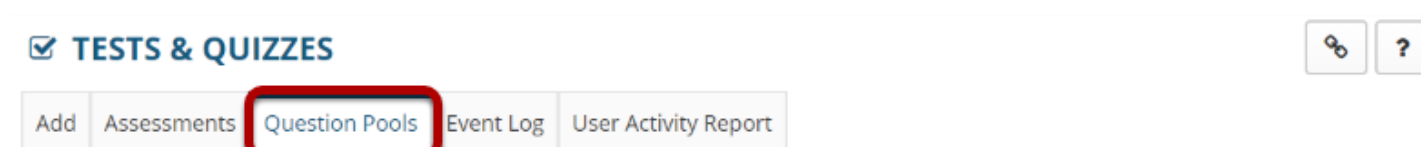
Note: Because a question pool cannot be given to students as is, no exam settings are available.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.




Add a question pool.

You can add a new Question Pool as an empty container for future questions.

Click Add New Pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	3	<input type="checkbox"/>

Any question pools already available to you will show. Choose to either add a new one, or import a pool from another site. (See [How do I import questions into an assessment or a Question Pool?](#))

Enter the pool details and Save.

Add Pool

Required items marked with *.

Pool Name*

OCE 201

Owner

ktinstructor

Department/Group

Description

Objectives

Keywords

Save

Cancel

Enter the data you desire and **Save** the Question Pool.

The question pool is ready for adding questions.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	3	<input type="checkbox"/>
OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Delete

To open the pool for authoring and editing of questions, click on its name. (For more information on adding questions to a pool, see [How do I add a question to a question pool?](#))

Copy a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Bonus Questions Add Subpool Copy Move Share	ktinstructor	01/05/2019	2	0	<input type="checkbox"/>
OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	3	<input type="checkbox"/>
OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Delete

Copying a pool will duplicate the pool and all of its questions and subpools in a new location. The original pool, subpools, and questions will remain in the original location.




Click the **Copy** link for the pool you would like to copy. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Copy Pool

Select the destination pool(s) for Bonus Questions

☐ Question Pools TOP

	<u>Pool Name</u> 	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input type="checkbox"/>	 OCE 101	ktinstructor	01/05/2019	3	3
<input checked="" type="checkbox"/>	 OCE 201	ktinstructor	01/05/2019	0	0

Copy

Cancel

On the Copy Pool screen, select the destination for the copied pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.




*Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.*

Click Copy.

Copy Pool

Select the destination pool(s) for Bonus Questions

☐ Question Pools TOP

	<u>Pool Name</u> 	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input type="checkbox"/>	 OCE 101	ktinstructor	01/05/2019	3	3
<input checked="" type="checkbox"/>	 OCE 201	ktinstructor	01/05/2019	0	0

Copy

Cancel

Move a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
Bonus Questions Add Subpool Copy Move Share	ktinstructor	01/05/2019	2	0	<input type="checkbox"/>
OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	3	<input type="checkbox"/>
OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Delete

Moving a pool will relocate the pool and all of its questions and subpools to a new location. Click the **Move** link for the pool you would like to move. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Specify the destination.

Move Pool

Select the destination pool for Bonus Questions

☐ Question Pools TOP

	Pool Name	Owner	Last Modified	Questions	Subpools
<input checked="" type="radio"/>	OCE 101	ktinstructor	01/05/2019	3	3
<input type="radio"/>	OCE 201	ktinstructor	01/05/2019	0	0

Move Cancel

On the Move Pool screen, select the new destination for the pool. To reveal existing subpools for a question pool (or a subpool), click the triangle next to its title to expand the pool.

Tip: Choose **Question Pools TOP** to elevate a subpool to question pool status.

Click Move.

Move Pool

Select the destination pool for Bonus Questions

☐ Question Pools TOP

	<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>
<input checked="" type="radio"/>	OCE 101	ktinstructor	01/05/2019	3	3
<input type="radio"/>	OCE 201	ktinstructor	01/05/2019	0	0

Move

Cancel

Delete a question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▼ OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
Bonus Questions Add Subpool Copy Move	ktinstructor	01/05/2019	2	0	<input checked="" type="checkbox"/>
▶ Chapter 1 Add Subpool Copy Move	ktinstructor	01/05/2019	0	2	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	ktinstructor	01/05/2019	6	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	ktinstructor	01/05/2019	1	0	<input type="checkbox"/>
OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Delete

Deleting a question pool will remove the pool and all of its questions and subpools.

To delete a pool, select the checkbox for the pool you would like to remove.

Click the Delete button.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name▲	Owner	Last Modified	Questions	Subpools	Delete?
▼ OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
Bonus Questions Add Subpool Copy Move	ktinstructor	01/05/2019	2	0	<input checked="" type="checkbox"/>
▶ Chapter 1 Add Subpool Copy Move	ktinstructor	01/05/2019	0	2	<input type="checkbox"/>
Chapter 2 Add Subpool Copy Move	ktinstructor	01/05/2019	6	0	<input type="checkbox"/>
Chapter 3 Add Subpool Copy Move	ktinstructor	01/05/2019	1	0	<input type="checkbox"/>
OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Delete

Click Remove to confirm deletion.

Remove Pool Confirmation

Are you sure you want to remove the selected pool(s) and ALL associated subpools and questions? This will remove the selected question pools and their questions from your account, removing their availability from all your sites.

Pools to be removed:

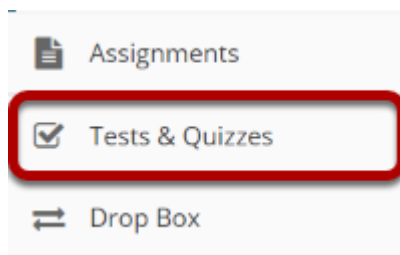
- Bonus Questions

Remove Cancel

How do I add a question to a question pool?

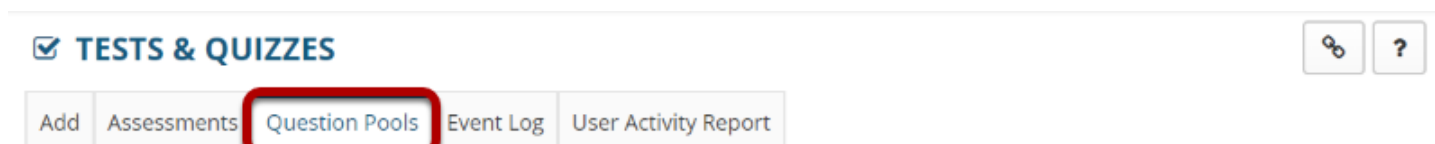
A question pool consists of questions developed in advance and saved for use in assessments.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.







Click Question Pools.



Select the pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

<u>Pool Name</u> 	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
 OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
 Bonus Questions Add Subpool Copy Move	ktinstructor	01/06/2019	2	0	<input type="checkbox"/>
 Chapter 1 Add Subpool Copy Move	ktinstructor	01/05/2019	0	2	<input type="checkbox"/>
 Chapter 2 Add Subpool Copy Move	ktinstructor	01/05/2019	6	0	<input type="checkbox"/>
 Chapter 3 Add Subpool Copy Move	ktinstructor	01/05/2019	1	0	<input type="checkbox"/>

Select the pool that you wish to augment by clicking on its name.

Click Add Question.

Question Pool: Bonus Questions

Pool Name

Bonus Questions

Owner

ktinstructor

Department/Group

Description

Objectives

Keywords

Update

0 Subpools

Add Subpool

Preview

2 Questions

Add Question

Remove

Copy

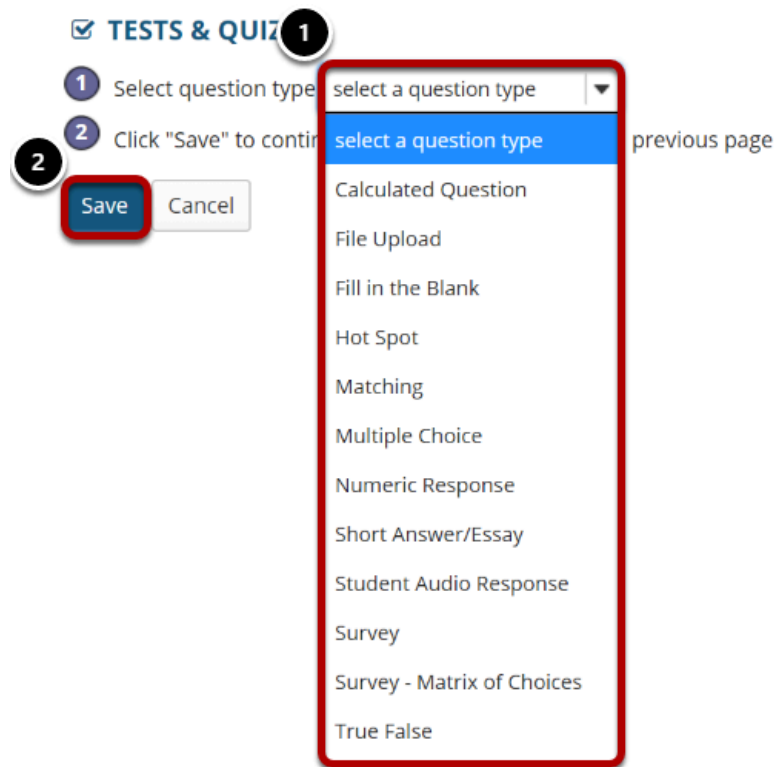
Move

<input type="checkbox"/>	Question Text	Question Type	Points	Last Modified
<input type="checkbox"/>	<div>Edit Question 1 : Define "oceanography"</div> <div>Copy Move</div>	Short Answer/Essay	1.0	2019-01-06 13:40:35
<input type="checkbox"/>	<div>Edit Question 2 : Name 5 famous ocean explorers</div> <div>Copy Move</div>	Short Answer/Essay	1.0	2019-01-06 13:41:02

Cancel

You will see the question pool details, and links for adding subpools and questions. In the Questions section, click the **Add Question** link on the right hand side of the screen.

Create a new question by choosing its type.



All of the standard question types are available in the drop-down menu. (See the help articles on individual question types for more information on adding specific types of questions to the pool.)

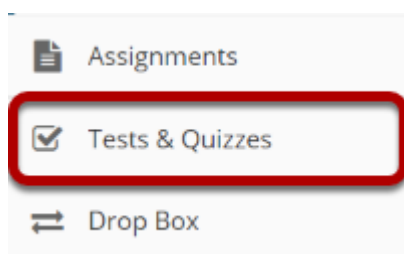
1. Select the type of question you want to add.
2. Click **Save**.

How do I copy questions from the question pool into an assessment?

This allows for individual questions from a particular Question Pool to be copied and added to a new or existing assessment.

Note: Questions copied from a pool are presented in the order listed in the assessment. To deliver questions randomly from a pool, see [How do I set up a random question set?](#)

Go to Tests & Quizzes.



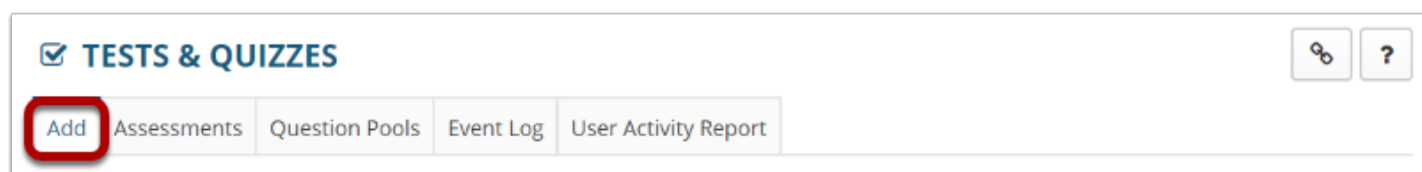
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

A question copied from a question pool may be added to any assessment. Select an existing assessment or create a new one to add questions.

Create a New Assessment.

Click Add.



Create from Scratch

Assessment Title 1

☒ Create using assessment builder
☐ Create using markup text

2

For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz	Draft			Entire Site			ktinstructor	2018-12-30 14:32:47	<input type="checkbox"/>

[Edit](#)

[Preview](#)

[Print](#)

[Settings](#)

[Publish](#)

[Duplicate](#)

[Export](#)

Showing

Remove

Previous

1

Next

Select Copy from Question Pool from the drop-down menu.

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1

Default - 0 questions

[Copy to Pool](#) | [Edit](#)

Add Question

select a question type

select a question type

Calculated Question

File Upload

Fill in the Blank

Hot Spot

Matching

Multiple Choice

Numeric Response

Short Answer/Essay

Student Audio Response

Survey

Survey - Matrix of Choices

True False

Copy from Question Pool

Update Points

Select a question pool.

Question Pools

Select a question pool from which you would like to copy questions into the current assessment.

Pool Name	Owner	Last Modified	Questions	Subpools
OCE 101	ktinstructor	01/05/2019	3	4
Bonus Questions	ktinstructor	01/06/2019	2	0
Chapter 1	ktinstructor	01/05/2019	0	2
Chapter 2	ktinstructor	01/06/2019	6	0
Chapter 3	ktinstructor	01/05/2019	1	0

Select a question pool from the list.

Select the question/s.

Question Pool: Chapter 2

Navigate to another subpool or use the checkboxes below to select questions you wish to copy into the current assessment and then click Copy.

Pool Name

Chapter 2

Owner

kinstructor

Department/Group

Description

Objectives

Keywords

0 Subpools

6 Questions

Question Text	Question Type	Points	Last Modified	Copy? Select all
Edit Question 1: Which of the following statements accurately describes turbidity current?	Multiple Choice	1.0	2019-01-06 13:55:28	<input checked="" type="checkbox"/>
Edit Question 2: The deep-ocean basin includes all of the following features EXCEPT:	Multiple Choice	1.0	2019-01-06 13:56:35	<input checked="" type="checkbox"/>
Edit Question 3: The continental shelf:	Multiple Choice	1.0	2019-01-06 13:57:10	<input checked="" type="checkbox"/>
Edit Question 4: Which of the following statements accurately describes ALL continental margins?	Multiple Choice	1.0	2019-01-06 13:57:55	<input type="checkbox"/>
Edit Question 5: The great heaps of unconsolidated sediment at the base of the continental slope are known as:	Multiple Choice	1.0	2019-01-06 13:58:40	<input type="checkbox"/>
Edit Question 6: The trailing edge of moving continental crustal plate is most likely to exhibit features associated with:	Multiple Choice	1.0	2019-01-06 13:59:43	<input type="checkbox"/>

Assign to Part

Part 1 - Default

Copy

Cancel

Check the corresponding box for the question/s you would like to copy.

Click Copy.

Assign to Part

Part 1 - Default

Copy

Cancel

Scroll down to the bottom of the question list and click the **Copy** button.

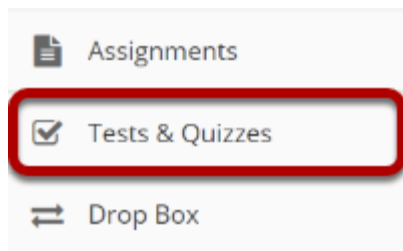
Note: Optionally, you may use the drop-down menu to assign the question to part of the assessment. Part 1 is the default portion.

Rubrics, Assessments, and Grading

Page 187

How do I set up a random question set?

Go to Tests & Quizzes.



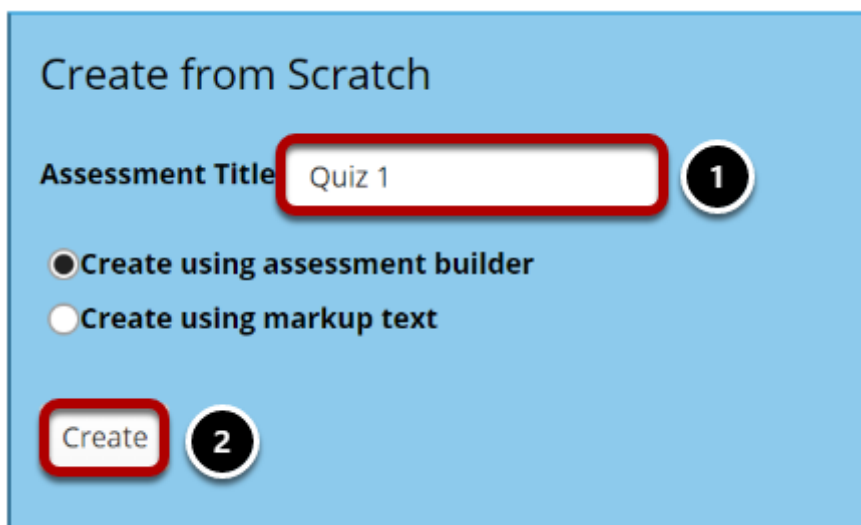
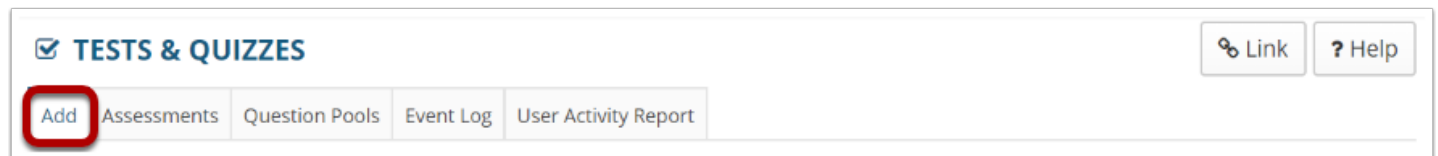
Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Select an assessment.

Random question sets may be added to any assessment. Select an existing assessment or create a new one to add a random question set.

Create a New Assessment.

Click Add.



For more information on creating new assessments, see [How do I create an assessment?](#)

Or edit an existing assessment.

Assessment List

View

All

▼

Display

20

▼

assessments per page

Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz	<div>Actions ▼</div> <div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div></div>	Draft			Entire Site			ktinstructor	2019-01-06 14:07:30	<input type="checkbox"/>

Showing

Remove

Previous

1

Next

Edit a part.

0 Existing Questions - 0 total points

Add Part

Preview

Print

Settings

Part

1

▼

Default - 0 questions

Copy to Pool

Edit

Add Question

select a question type

▼

Update Points

Update Order

In Tests & Quizzes, open the assessment and find the part. To edit the name and any of the information and settings associated with a part, next to that part's name, click **Edit**.

For the Type, choose Random draw from question pool.

Type

- ☐ Questions authored one-by-one
- ☒ Random draw from question pool

Set the options for the random set.

Options

Randomization

- * Draw question(s) from
- ☒ A student's questions are randomized each time an assessment is submitted
- ☐ A student's questions are randomized once for all submissions

Scoring

- * Correct answers are worth point(s).
- * For 'True False' or 'Multiple Choice, Single Correct' questions, deduct point(s) for incorrect answers. This overrides the original pool setting.

1. Enter the number of questions to draw from the selected question pool.
2. Select the question pool from the drop-down menu.
3. Choose to either randomize student questions each time an assessment is submitted or randomize student questions once for all submissions.
4. Enter the point value for correct answers on each question. Note that all questions in this random draw must be worth the same amount of points.
5. (Optional) For True/False and Multiple Choice, Single Correct questions, you may also enter a negative point value if a question is answered incorrectly.

Note: Point values entered here override any value that was specified for individual questions in the corresponding Question Pool.

Click Save.



View assessment.

5 Existing Questions - 5 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 ▼ Random draw from Multiple Choice - 5 questions

Update Questions

Edit

The questions for this part were generated from the question pool, **Multiple Choice**, on **Sunday, January 6, 2019** at **2:30:52 PM EST**. To get latest changes made to the pool, click **Update Questions** or click **Edit** for this Part and then click **Save**. Clicking **Preview** or **Publish** will automatically update the pool-drawn questions as will exporting an assessment.

Add Question

select a question type ▼

Update Points

Update Order

You will be returned to the assessment editing screen with the random draw question set shown. You may add additional questions or question sets by adding more parts to the assessment.

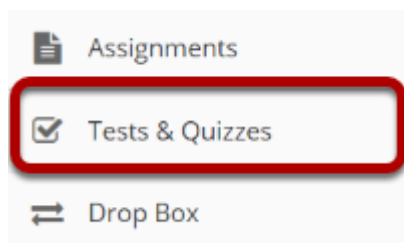
How do I import and export assessments?

The import and export operations allow you to download an assessment or question pool created in the Tests & Quizzes tool into an external file, and to upload from such an external file, or a format-compliant file obtained elsewhere, into an assessment or question pool. The file comprises the entire assessment, including its title, settings, questions, and other options.

Three export formats are available, IMS QTI 1.2, IMS Content Packaging, and Markup text. Content Packaging will capture links and attachments in your questions and package the file as a .zip file; you must transfer links and attachments yourself if you use IMS QTI. Both formats create an XML file of your questions with all the components labeled according to the IMS standards.

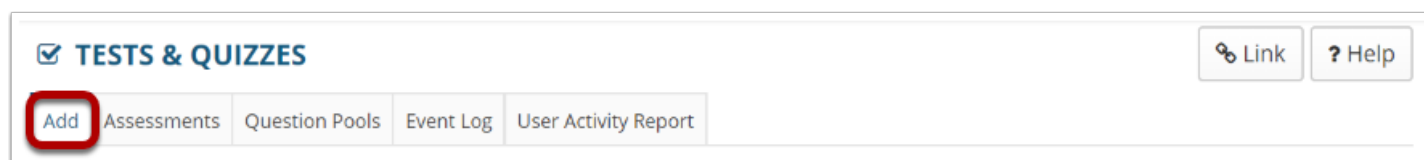
Tip: Many publishers provide test bank cartridges in IMS format. You may want to use this option if you are importing questions provided by your textbook publisher.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Add.



To import an assessment, click Import.

Create from Scratch

Assessment Title

☒ Create using assessment builder

☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Select your file, and click Import.

Import Assessment

Choose an IMS QTI-compliant **XML** file or an IMS Content Packaging **ZIP** file from your computer.

Choose a file:

1 Choose File assessment-example.xml

This file is an:

2 ☒ Export from this (or other Sakai) system

☐ Export from Respondus (When you "Save QTI XML File" in Respondus, select "Points as decimal numbers" to preserve the point values assigned to each question.)

3 Import Cancel

1. Click **Choose File** to browse for the file on your own computer system and open it. Once you have selected your import file, it will show the file name next to the button.
2. Select the radio button indicating the type of file you are importing. (Tests & Quizzes supports files saved in QTI format.)
3. Click the **Import** button.

View your assessment.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Final	Actions ▼	Draft			Entire Site			ktinstructor	2019-01-06 14:49:00	<input type="checkbox"/>
Draft - Midterm	Actions ▼	Draft			Entire Site			ktinstructor	2019-01-06 14:48:50	<input type="checkbox"/>
Draft - Module 10 Quiz	Actions ▼	Draft			Entire Site			ktinstructor	2019-01-06 14:46:05	<input type="checkbox"/>

In the lower area of Tests & Quizzes, you will see a new assessment. (It will have the title of the downloaded assessment, not a title from your external file name.) You may now edit the assessment questions, or select Settings to change the title and other settings.

To export an assessment.

The export will create a new file on your system, suitable for saving for further use or porting to another IMS-compliant system.

Click Export for the assessment you want to export.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
<div>Draft - Final</div> <div>Actions</div>	Draft			Entire Site			ktinstructor	2019-01-06 14:49:00	<input type="checkbox"/>
<div>Draft - Midterm</div> <div>Actions</div>	Draft			Entire Site			ktinstructor	2019-01-06 14:48:50	<input type="checkbox"/>
<div>Draft - Module 10 Quiz</div> <div>Actions</div>	Draft			Entire Site			ktinstructor	2019-01-06 14:46:05	<input type="checkbox"/>

Showing

Remove

Previous

1

Next

Edit

Preview

Print

Settings

Publish

Duplicate

Export

Use the drop-down menu next to the assessment title. Click **Export**.
Note: Only draft versions of quizzes will have the export option.

Choose the export type and export.

Export Assessment - Module 10 Quiz

Choose the type of export you would like to do, [IMS QTI-compliant XML](#), [IMS Content Packaging](#) or Markup text, and click Export. For QTI, an XML file will appear in a new window. Choose File > Save... in your browser to save this file to your desktop. Have in mind that if you choose markup text language there are items that cannot be exported, for example feedback components.

Note: Hot Spot questions won't be exported because they don't match with a standard question type. You can copy them from a site to another one using question pools or the Import from Site feature.

1 Choose export type:

☒ QTI v 1.2

☐ Content Packaging

☐ Markup text

If your assessment contains any attached files or uses HTML tags to reference external resources, you should use the Content Packaging option.

2

Export

Cancel

1. Select the export type. Your choice will depend not only on whether you wish to capture links and attachments, but also on the import capabilities of the intended destination.
2. Click the **Export** button.

Save (download) the file to your own system.

Export Assessment

Pressing Download will download an IMS QTI-compliant XML file to your computer.

Download

Cancel

The exact prompts and steps will depend on your browser, but you may be prompted for the action to take. The resulting file can be stored for later import.

How do I import a question pool?

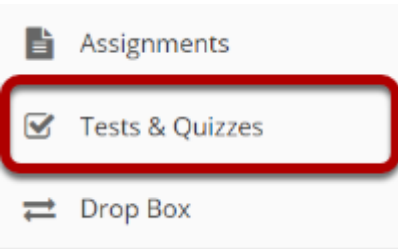
A question pool is a set of questions of any types that belongs to the author and others with whom the author shares it. See [What is a Question Pool?](#)

A question pool is available to the author in any worksite in which that person has permission to create assessments, and will show in the list of Question Pools.

You can import a question pool from a saved assessment, or from a file provided by a publisher or exported from another system.

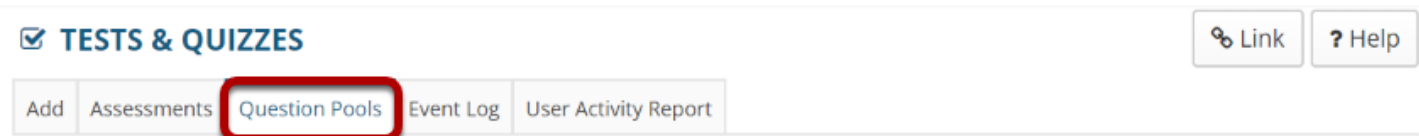
Note: There is currently no way to export question pools, but the questions can be [exported in the form of an assessment](#).

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.

Click Question Pools.



Select Import Pool.

Question Pools

[Add New Pool](#) [Import Pool](#) [Transfer Ownership](#)

<u>Pool Name</u>	<u>Owner</u>	<u>Last Modified</u>	<u>Questions</u>	<u>Subpools</u>	<u>Delete?</u>
▶ OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
📄 OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Click Choose File.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

[Choose File](#) assessment-example.xml

Import

Cancel

Click the **Choose File** button to browse for and select the import file on your computer. Once you have selected your file, the file name will be displayed.

*Note: Your import file must be an IMS QTI-compliant **XML** file. The Import Pool option does not accept zip files.*

Click Import.

Import Pool

Choose an IMS QTI-compliant **XML** file from your computer.

Choose a file:

Choose File assessment-example.xml

Import




Cancel

Once you have located the file, click **Import**.

The question pool is imported to the site.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 New Pool	ktinstructor	01/06/2019	7	0	<input type="checkbox"/>
Add Subpool Copy Move Share					
 OCE 101	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
Add Subpool Copy Move Share					
 OCE 201	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>
Add Subpool Copy Move Share					

You will see the question pool, under the name it was given in the import file, in your list of question pools.

How do I share a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

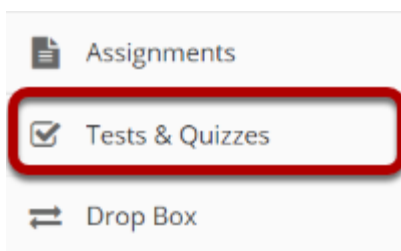
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

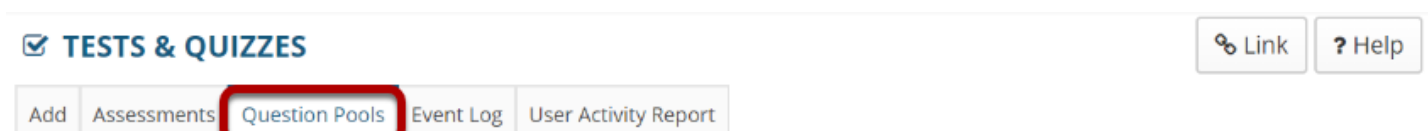
Removing a user from a site does not remove access to any question pools you've shared with him or her.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.




Click Question Pools.



Choose to share the question pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
<div> New Pool</div> <div>Add Subpool Copy Move Share</div>	ktinstructor	01/06/2019	7	0	<input type="checkbox"/>
<div> OCE 101</div> <div>Add Subpool Copy Move Share</div>	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
<div> OCE 201</div> <div>Add Subpool Copy Move Share</div>	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Make sure that the other pool author is a participant with a role that allows creation of assessments. In Tests & Quizzes, go to **Question Pools**. Under the name of the pool you wish to share with that person, click **Share**.

Grant access.

Share pool

Site Members with access to New Pool

Name	Role	Revoke access
ktinstructor	Instructor	<input type="checkbox"/>

Site Members without access to New Pool

Name	Role	Grant access
Guest Lecturer	Instructor	<div>1<input checked="" type="checkbox"/></div>

2

Update




Cancel

- Next to the person's name, check the box to **Grant Access**.
- Click **Update**.

The original creator is the pool owner.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name 	Owner	Last Modified	Questions	Subpools	Delete?
 My original pool Add Subpool Copy Move Share	Guest Lecturer	01/06/2019	0	0	<input type="checkbox"/>
 New Pool Copy Remove me	ktinstructor	01/06/2019	7		

The other person will now see the pool, under the same name, with your name as **Owner**, in his or her Question Pools list.

Note: Users with shared access to a question pool have the options to edit the shared question pool (by clicking on its name, as usual), copy it to another pool, or withdraw their shared access (Remove Me). However, they do not have access to move, share, or delete the shared pool.

How do I revoke access to a question pool?

By default, only you will be able to access the question pools you create, but you can share your question pools with other instructors from within the system.

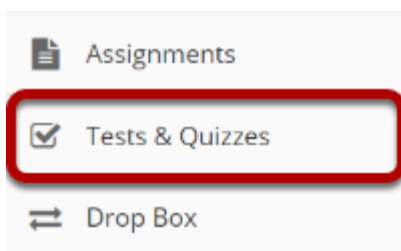
You can only share a question pool with a user who has permission to create assessments, and you must share the question pool from a site for which both you and the user have such a role; it does not have to be the site where you created the pool.

Once someone shares a question pool with you, you can then access the pool from any site in which you have the ability to create assessments, unless the creator of the pool revokes access.

Pool owners will see the names of everyone with whom they've shared the pool on the Share Pool screen in all of their own sites. If someone with whom a pool has been shared is not a member of the site the pool owner is viewing, that person will be listed under "Site Members with Access" with the role of "anonymous_access".

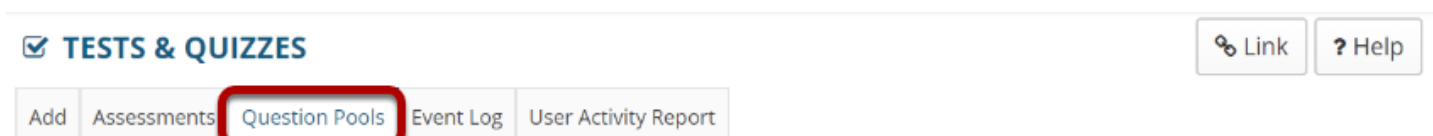
Removing a user from a site does not remove access to any question pools you've shared with him or her. You must revoke access using the instructions below.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu in your site.




Click Question Pools.



Choose the shared question pool you would like to manage.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 New Pool Add Subpool Copy Move Share	ktinstructor	01/06/2019	7	0	<input type="checkbox"/>
▶  OCE 101 Add Subpool Copy Move Share	ktinstructor	01/05/2019	3	4	<input type="checkbox"/>
 OCE 201 Add Subpool Copy Move Share	ktinstructor	01/05/2019	0	0	<input type="checkbox"/>

Under the name of the pool where you wish to modify sharing, click **Share**.

Revoke access.

Share pool

Site Members with access to New Pool

Name	Role		Revoke access
Guest Lecturer	Instructor	1	<input checked="" type="checkbox"/>
ktinstructor	Instructor		<input type="checkbox"/>

Site Members without access to New Pool

Name	Role	Grant access
----------------------	----------------------	--------------

2 [Update](#) [Cancel](#)



1. Next to the person's name, check the box to **Revoke Access**.

2. Click **Update**.

Remove your own access to a shared pool.

Question Pools

[Add New Pool](#) | [Import Pool](#) | [Transfer Ownership](#)

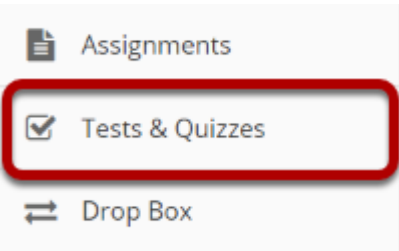
Pool Name	Owner	Last Modified	Questions	Subpools	Delete?
 My original pool Add Subpool Copy Move Share	Guest Lecturer	01/06/2019	0	0	<input type="checkbox"/>
 New Pool Copy Remove me	ktinstructor	01/06/2019	7		

If you have been granted access to a shared pool and would like to remove yourself, click the **Remove me** link under the name of the shared pool to revoke your shared access.

How do I view and modify the settings of an assessment?

The settings of a test or quiz are complex, and offer many options. The modification of a setting in one section will not change settings in other sections.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Edit the settings.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	Due	Remove?
<div>Draft - Quiz</div> <div>Actions <div></div></div>	Draft		<input type="checkbox"/>

Showing page 1 of 1

Remove Selected

Edit

Preview

Print

Settings

Duplicate

Export

Previous

1

Next

From the *Tests & Quizzes* **Assessments** screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

*Note: You can review and edit settings on a published assessment by selecting **Settings** in the drop-down menu for the assessment. It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.*

Alternatively, you can access assessment settings from the edit assessment screen.

Questions: Quiz

0 Existing Questions - 0 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#)

Part 1 ▼ Default - 0 questions

[Copy to Pool](#) | [Edit](#)

If you are currently editing the **Draft** of the assessment, click the **Settings** link at the top of the assessment editing screen.

Settings options

Settings - Quiz

[Expand All](#)

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Exceptions to Time Limit and Delivery Date
- ▶ Grading and Feedback
- ▶ Layout and Appearance

Save Settings and Publish

Save

Cancel

There are five sections of assessment **Settings**:

1. **About this Assessment**
2. **Availability and Submissions**
3. **Exceptions to Time Limit and Delivery Date**
4. **Grading and Feedback**
5. **Layout and Appearance**

Click on the section title in the *Settings* screen to expand or collapse that section. Below is a summary of the options available to you in each of these sections, and a link to an article that describes the options in greater detail.

About this Assessment

In the **About this Assessment** section, you can edit the **Title** of your assessment, add a **Description/Intro** that displays before students begin taking the test, and require students to agree to honor pledge before beginning assessment. For more information on this section and its options, see [How do I edit my assessment title or description?](#)

Availability and Submissions

In **Availability and Submissions**, you can:

1. Indicate who should submit the assessment (**Anonymous Users**, **Entire Site**, or **Selected Group(s)**).
2. Select how many times each student or site member is allowed to submit the assessment.
3. Select the dates when the assessment is **available** and **due**, and until when to accept **late submissions**, if allowed.
4. Set a **time limit** for the assessment, if desired.
5. Choose whether to have *in progress* assessments automatically submitted, if the students have not already submitted the assessment.
6. Restrict the assessment by a range of **IP Addresses** (to require students to submit the assessment within a specific building), or require a **Password** that students will have to type in at the start of the assessment to take it. You may also require the use of a lockdown browser.
7. Create a message that students see upon submitting their assignment.

For more information on this section and its options, see [What are the Availability and Submissions options for an assessment?](#)

Exceptions to Time Limit and Delivery Date

In the **Exceptions to Time Limit and Delivery Date** section, you can select users or groups within the site and specify a different availability window for the assessment as well as indicate the time limit allowed for that user/group. For more information on this section and its options, see [How do I give specific students different date or time settings for an assessment?](#)

Grading and Feedback

In **Grading and Feedback**, you can:

1. Choose whether graders see the students' names when grading.

2. Select whether or not to send grades to the *Gradebook* tool.
3. Choose which score is recorded, if a student is allowed to make more than one submission (also applies to allowing a retake).
4. If and when students will receive feedback on the assessment, and what kinds of feedback you will make available to them (e.g. their answers, correct answers, assessment scores).

For more information on this section and its options, see [What are the Grading and Feedback options for an assessment?](#)

Layout and Appearance

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has [multiple parts](#).

For more information on this section and its options, see [How do I adjust the layout and appearance of an assessment?](#)

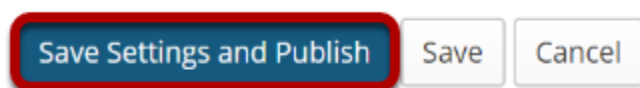
Effects of settings

You can modify the settings, parts, and questions of any **Draft** assessment. When you publish an assessment, a copy is created and listed in the **Assessment List**. For the published copy, you can make changes to all the settings except *Assessment Released To*. To edit the settings, select **Settings** in the *Action* drop-down menu for that assessment. You cannot edit the questions in a published copy.

*Note: After you've published an assessment, if you modify the unpublished **Draft** version, you'll have to alter the assessment's **Title** before republishing it. When you publish it, you'll be creating another publication, NOT replacing the existing published copy.*

Note: It is not recommended to modify the settings of an assessment while testing is in progress, as it may cause loss of student submission data.

Save Settings and publish the assessment.



When the assessment settings are ready, and the questions are in place, click **Save Settings and Publish** to publish the assessment so that your students can take it. See the article [How do I publish an assessment \(i.e. test or quiz\)?](#)

Alternatively, if you're not ready to publish the assessment, you can click **Save** to save your settings selections.

*Note: If you're modifying the settings of a published assessment, you'll only see the **Save** and **Cancel** buttons.*

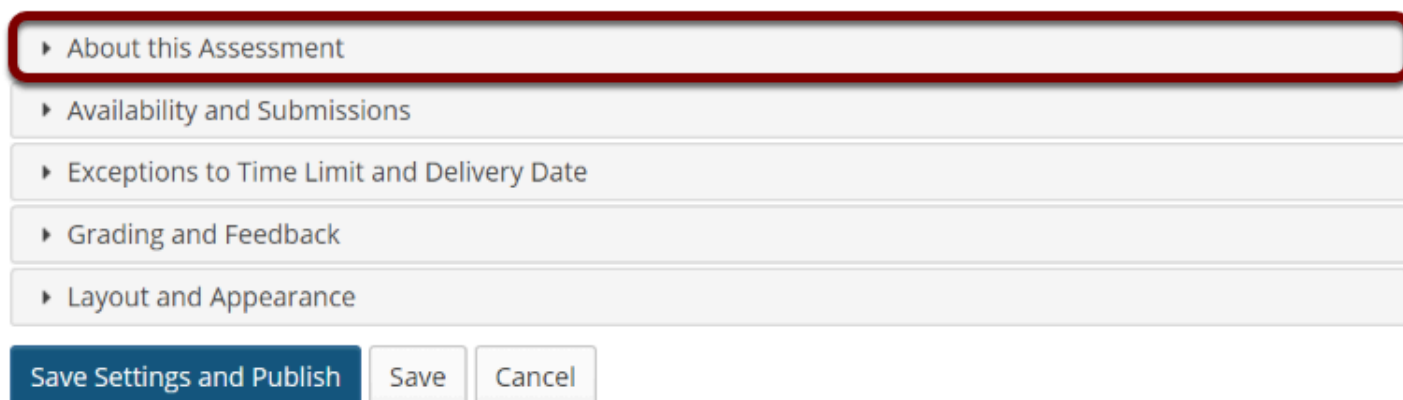
How do I edit my assessment title or description?

You can edit an assessment's title or description in the **About this Assessment** section of the assessment **Settings**. For more information on additional assessment settings, see [How do I view and modify the settings of an assessment?](#)

In the assessment **Settings** page, click **About this Assessment**.

Settings - Quiz

[Expand All](#)



The screenshot shows the 'Settings - Quiz' page. At the top right is a link 'Expand All'. Below it is a list of settings sections, each with a right-pointing arrow icon. The first section, 'About this Assessment', is highlighted with a thick red border. The other sections are 'Availability and Submissions', 'Exceptions to Time Limit and Delivery Date', 'Grading and Feedback', and 'Layout and Appearance'. At the bottom of the list are three buttons: 'Save Settings and Publish' (dark blue), 'Save' (light gray), and 'Cancel' (light gray).

- ▶ About this Assessment
- ▶ Availability and Submissions
- ▶ Exceptions to Time Limit and Delivery Date
- ▶ Grading and Feedback
- ▶ Layout and Appearance

[Save Settings and Publish](#) [Save](#) [Cancel](#)

To access the **About this Assessment** settings, click the section title on the assessment's [Settings](#) page.

About this Assessment

The screenshot shows a web form titled "About this Assessment" with a blue header bar. Below the header, the "Creator" is listed as "ktinstructor". The form contains four numbered sections:

- 1 Title**: A text input field containing the word "Quiz".
- 2 Description/Intro (optional)**: A large text area for the description. A yellow button labeled "Show Rich-Text Editor (and character count)" is located to the right of the text area.
- 3 Honor Pledge**: A checkbox labeled "Require students to agree to honor pledge before beginning assessment".
- 4 Attachments**: A section showing "No Attachment(s) yet" and an "Add Attachments" button.

At the bottom of the form is a "Metadata" section with a right-pointing arrow.

In *About this Assessment*, you can:

1. Change the **Title** of your assessment if desired.
2. Add a **Description/Intro**. Anything you enter into the **Description/Intro** field will be visible to students before they begin the assessment. Notice that the [Rich-Text Editor](#) is available in the **Description/Intro** field.
3. If selected, the **Honor Pledge** requires students to agree to the pledge before beginning the assessment.
4. Attach a file if you like. The file could be a reference the students need to use during the test, or more detailed instructions on test taking requirements. Click **Add Attachments** to attach a file.

What are the Availability and Submissions options for an assessment?

In **Availability and Submissions**, you will find options including who should take the assessment, availability dates, and how many submissions are allowed. For more information on additional assessment settings, see [How do I view and modify the settings of an assessment?](#)

In the assessment Settings page, click Availability and Submissions.

Settings - Quiz

[Expand All](#)

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- Grading and Feedback
- Layout and Appearance

Save Settings and Publish

Save

Cancel

The Availability and Submissions section will expand to show the following options:

▼ Availability and Submissions

Assessment released to
Entire Site ▼

The number of submissions allowed
☒ Unlimited
☐ Only
submissions allowed

It is available
01/12/2019 03:30 pm

It is due
and has a time limit of 00 hrs. 00 min.

Late submissions accepted?
☐ No, not after due date
☒ Yes, until

Students get one chance to submit after due date if they haven't already submitted.

Autosubmit
☐ Autosubmit saved student work after latest acceptance date

Question Scores
☒ Show question point value during assessment
☐ Hide question point value during assessment

▸ Ensure students take exams from specific location

▸ Add message that students will see after submission

Assessment Released to

Assessment released to

Entire Site ▼

Anonymous Users

Entire Site

Selected Group(s)

By default, the assessment will be released to the **Entire Site**. Alternatively, you can choose to release the assessment to **Anonymous Users** or **Selected Group(s)** within your course.

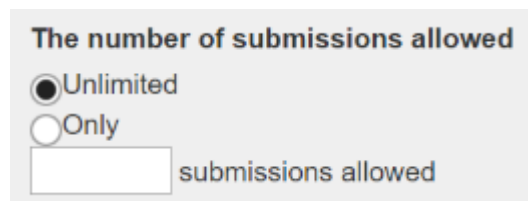
The **Anonymous Users** option provides no information identifying who submitted the assessment associated with submissions. You can use this option to create anonymous surveys.

Choose one of these options from the drop-down menu. (You will only be able to choose specific groups if there are existing groups in your site.)

Notes:

- If you release an assessment to **Anonymous Users**, you must distribute its URL to participants; it will not be accessible from within your site's Tests & Quizzes tool. The URL will be presented when you publish the assessment.
- You cannot change the **Assessment Released To** option on any published assessment.

Number of submissions allowed



The number of submissions allowed

☒ Unlimited

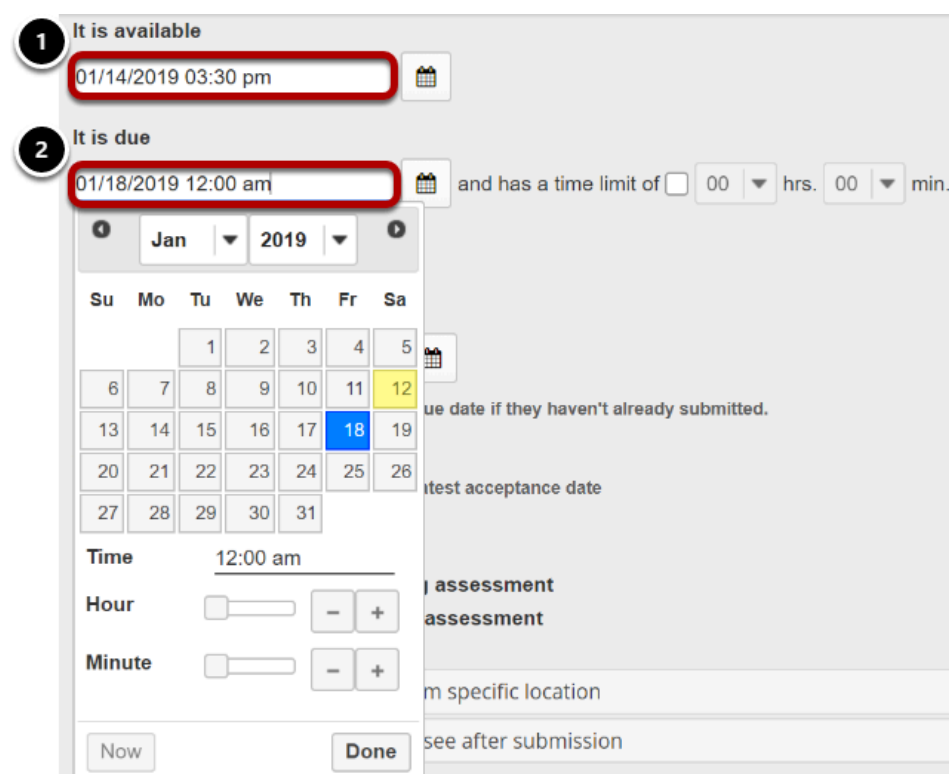
☐ Only

submissions allowed

Enter the number of times students are allowed to submit the assessment, or choose **Unlimited** to let them submit as many times as they like.

Tip: Unlimited submissions are often used for self-assessment, practice tests, or drills.

Availability Dates



1 It is available

01/14/2019 03:30 pm

2 It is due

01/18/2019 12:00 am and has a time limit of 00 hrs. 00 min.

Jan 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time 12:00 am

Hour - +

Minute - +

Now Done

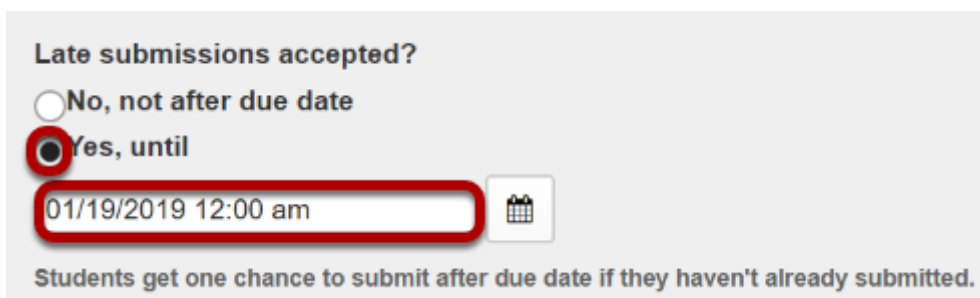
The availability dates let you specify when your assessment can be accessed by students. By default, all the dates are **blank**.

Use the date-picker (calendar icon) to select a date and time.

1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.

*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*


Late submissions accepted?



Late submissions accepted?

☐ No, not after due date

☒ Yes, until

01/19/2019 12:00 am 

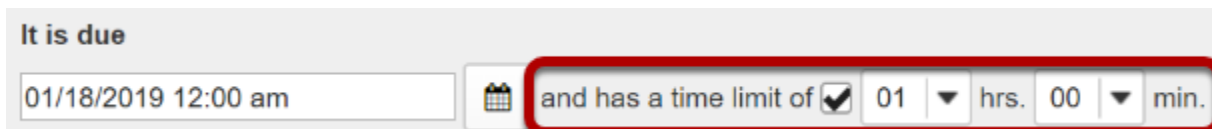
Students get one chance to submit after due date if they haven't already submitted.

Under *Late submissions accepted?* you can accept late submissions by clicking the radio button to select **Yes, until**, then entering a **late acceptance date** in the adjacent date field. By default, late submissions ARE accepted. Use the date-picker (calendar icon) to select a date and time.


If you do allow late submissions, submissions that come in after the due date will be marked **LATE** in capitalized red letters after their Submit Date.

Note: Even if you allow multiple submissions, only one late submission is allowed after the due date, and it only applies to students who have not submitted at all.

Timed assessment



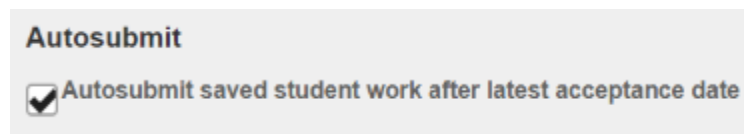
It is due

01/18/2019 12:00 am 

and has a time limit of ☒ 01 hrs. 00 min.

If you would like your assessment to be timed, select the check box next to the text *has a time limit of* and select a **time limit** in **hours (hrs.)** and **minutes (min.)** from the respective drop-down menus.

Automatic submission



Autosubmit

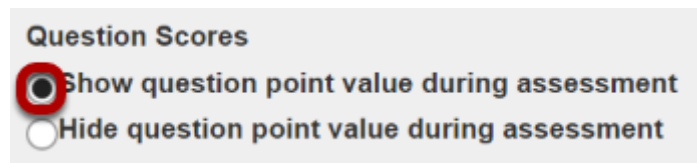
☒ Autosubmit saved student work after latest acceptance date

Check the box to **Autosubmit saved student work after latest acceptance date** if you want assessments to be automatically submitted after the latest acceptance date.

The Autosubmit setting forces the submission of saved assessments belonging to students who have started the assessment, but did not successfully submit their work before the latest acceptance date. All work that a student had saved will be included in their automatic submission.

Note: The Autosubmit setting is only available if it has been enabled by your institution. By default, it is disabled.

Question Scores



Question Scores

☒ Show question point value during assessment

☐ Hide question point value during assessment

Choose the appropriate radio button to indicate whether or not you want to **Show question point value during the assessment** or **Hide question point value during assessment**. The default is to show the point value.

Exam security by location or password (Optional)

▼ Ensure students take exams from specific location

Allow only specified IP Addresses

1

2

Secondary Password

Assessment Password

Use one IP address per line. An asterisk(*) can stand for any single subnet.
Examples: 171.64.139.* or 171.64.*.*

For high stakes testing, you may want to provide additional security for your assessment. Click on the **Ensure students take exams from specific location** link to expand that section and display the following options.

1. You may restrict the assessment so that only connections from certain IP addresses are allowed, such as a building on grounds. Enter one IP per line into the **Allow only specified IP Addresses** field. Asterisks may be used to stand for any single subnet.
2. You may also specify a *Secondary Password* for the assessment. This **Assessment Password** is typically provided by the instructor in the classroom or testing center, so that students must be present to enter the assessment.

Note: The Secondary Password is for this specific assessment, and NOT the instructor's or the student's login information.

Submission message (Optional)

The screenshot shows a user interface for configuring a submission message. At the top, a blue header bar contains a dropdown menu with the text "Add message that students will see after submission". Below this, the main area is titled "Submission Message". A yellow tooltip with the text "Show Rich-Text Editor (and character count)" points to a large, empty rectangular text area. To the left of this text area is a circular icon with the number "1". Below the text area, there is a "Final Page URL" label next to a long, empty text input field. To the left of this input field is a circular icon with the number "2". Below the input field is a button labeled "Validate URL".

1. If you would like to enter a message that students see upon submitting their assessment, click on the **Add message that students will see after submission** link. The [Rich-Text Editor](#) is available if desired.
2. You may include a **Final Page URL** if you like. The URL for this page will be displayed after the student submits the test.

How do I give specific students different time or date settings for an assessment?

Some students in your class may need different assessment settings from others. For example, a student could require extra time on a timed assessment, or multiple rosters or sections in the same course site could be administered the same assessment on different dates. The **Exceptions to Time Limit and Delivery Date** settings allow instructors to create exceptions for specific students, without having to create separate copies of the assessment.

In the assessment Settings page, click Exceptions to Time Limit and Delivery Date.

Settings - Quiz

[Expand All](#)

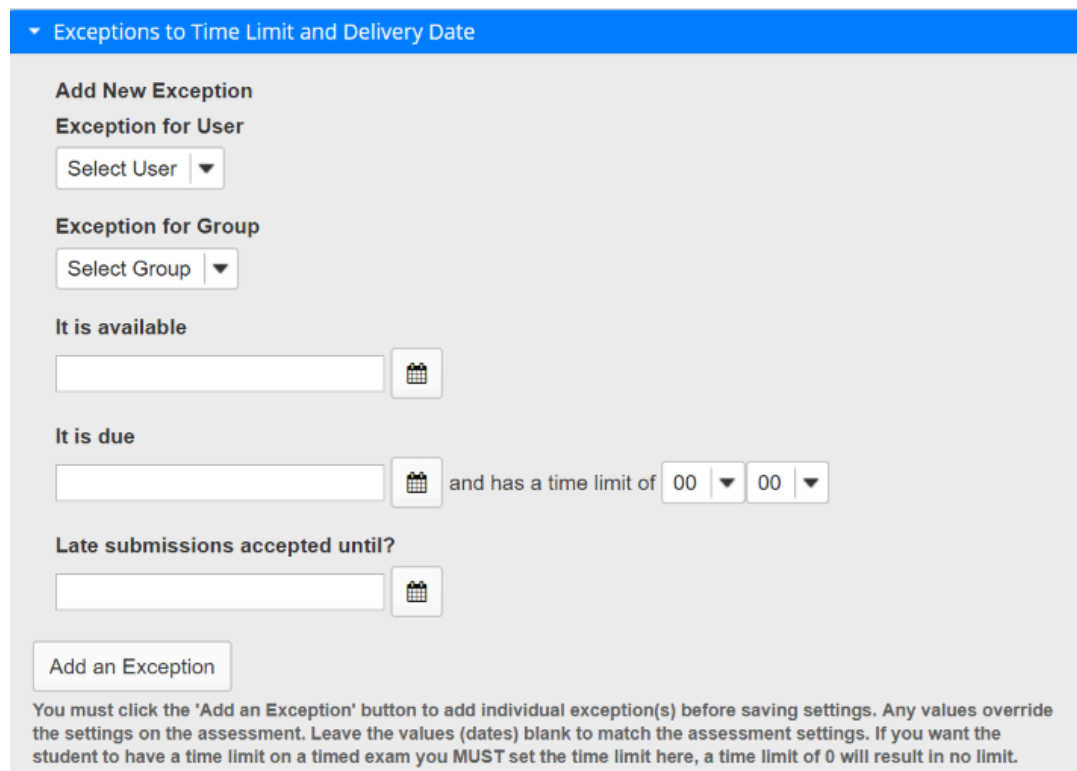
- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- Grading and Feedback
- Layout and Appearance

Save Settings and Publish

Save

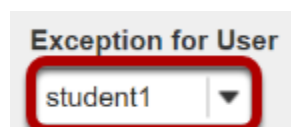
Cancel

The Exceptions to Time Limit and Delivery Date section will expand to show the following options:



The screenshot shows a web interface for managing exceptions. At the top is a blue header bar with the text 'Exceptions to Time Limit and Delivery Date'. Below this is a section titled 'Add New Exception'. Underneath, there are two options: 'Exception for User' with a 'Select User' dropdown menu, and 'Exception for Group' with a 'Select Group' dropdown menu. Below these are three date/time selection fields, each with a calendar icon: 'It is available' (a single date field), 'It is due' (a date field followed by 'and has a time limit of' and two time dropdowns set to '00'), and 'Late submissions accepted until?' (a single date field). At the bottom of this section is an 'Add an Exception' button. A small note at the very bottom states: 'You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you MUST set the time limit here, a time limit of 0 will result in no limit.'

Select the user from the drop-down list of enrolled students.



A close-up of the 'Exception for User' dropdown menu. The text 'student1' is visible in the dropdown list, and the entire menu is highlighted with a red rectangular border.

Or, select the group from the drop-down list of groups in the site.



A close-up of the 'Exception for Group' dropdown menu. The text 'Group1' is visible in the dropdown list, and the entire menu is highlighted with a red rectangular border.

Note: You must have existing groups in your site in order to select a group.

Availability Dates Exception

1 It is available
01/14/2019 12:00 am

2 It is due
01/18/2019 12:00 am and has a time limit of 00 00

3 Late submissions accepted until?
01/19/2019 12:00 am

Jan 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Time 12:00 am

Hour Minute

Now Done

The availability dates let you specify when your assessment can be accessed by the selected student or group. If you don't specify any dates, the default dates will be the same as the existing assessment settings for all students. This setting will override the normal availability dates for the assessment for the selected student/group.

If you are only changing the amount of time allowed for the test, and not the test availability window, you may leave the dates unchanged.

Use the date-picker (calendar icon) to select a new date and time if desired.


1. The **available date** is the start date of the exam window. Students will not be able to see the assessment before this date. Publishing an assessment with a blank **available date** will make it available immediately upon publishing.
2. The **due date** is the end date for the exam window. Students will not be able to submit after this date unless you **accept late submissions**. If late submissions are allowed, any submissions after the due date will be marked as late.
3. The **Late submissions accepted until?** date is the end date for late submissions on the assessment. If late submissions are not accepted, this date should be the same as the **due date** above.

*Note: When you click on any date field, the date-picker (calendar window) will display. You can choose a date by clicking on it in the calendar, or by clicking **Now**. Select a time using the **Hour** and **Minute** sliders. When your date is selected, click **Done**.*

Time limit exception

It is due

01/18/2019 12:00 am

 and has a time limit of

02

▼

00

▼

Select the desired time limit from the drop-down menu. This setting will override the normal time limit setting for the assessment for the selected student/group. If you don't specify a time limit (i.e. time limit of 0), the student will have unlimited time.

Click Add Exception.

Add an Exception

You must click the 'Add an Exception' button to add individual exception(s) before saving settings. Any values override the settings on the assessment. Leave the values (dates) blank to match the assessment settings. If you want the student to have a time limit on a timed exam you **MUST** set the time limit here, a time limit of 0 will result in no limit.

Existing exceptions will display.

Existing Exceptions								
User	Group	Start Date	Due Date	Late Acceptance Date	Hours	Minutes	Edit	Delete
<div>student1</div> <div>▼</div>	<div>Group1</div> <div>▼</div>	2019-Jan-14 12:00 AM	2019-Jan-18 12:00 AM	2019-Jan-19 12:00 AM	2	0	<div>Edit</div>	<div>Delete</div>

Once saved, any exceptions for this assessment will be listed here. You may select **Edit** to make changes to the exception dates/time, or select **Delete** to remove the exception.

What are the Grading and Feedback options for an assessment?

Grading and Feedback includes options such as whether to send grades to the Gradebook, the score that is recorded if a student has multiple submissions, and the types of feedback you make available to students. For more information on additional assessment settings, see [How do I inspect and adjust the settings of an assessment?](#)

In the assessment Settings page, click Grading and Feedback.

Settings - Quiz

[Expand All](#)

- About this Assessment
- Availability and Submissions
- Exceptions to Time Limit and Delivery Date
- **Grading and Feedback**
- Layout and Appearance

Save Settings and Publish

Save

Cancel

The Grading and Feedback section will expand to show the following options:

The screenshot shows a settings panel titled "Grading and Feedback". It contains several sections of options:

- Grading and Feedback** (header)
- If multiple submissions, record the**:
 - ☒ highest score
 - ☐ last score
 - ☐ average score
- Anonymous Grading**:
 - ☐ Hide student identity from grader
- Gradebook Options**:
 - ☐ Send assessment score to Gradebook immediately, regardless of options below
- Feedback** (section header)
- Set how feedback will be authored**:
 - ☒ Question-Level Feedback
 - ☐ Selection-Level (A,B,C,...) Feedback
 - ☐ Both
- Set the type of feedback a student receives**:
 - ☒ No Feedback will be displayed to the student
 - ☐ Immediate Feedback
 - ☐ Feedback on submission
 - ☐ Feedback will be displayed to the student on a specific date [calendar icon]
- Set advanced feedback options**:
 - ☐ Only Release Student's Assessment Scores (questions not shown)
 - ☒ Release Questions and the following
 - ☐ Student Response
 - ☐ Correct Response
 - ☐ Question-Level Feedback
 - ☐ Selection-Level Feedback
 - ☐ Grader's Comments
 - ☐ Student's Question and Part Scores
 - ☐ Student's Assessment Scores
 - ☐ Statistics and Histograms

Recorded score for multiple submissions

This close-up shows the "If multiple submissions, record the" section with three radio button options: "highest score" (selected), "last score", and "average score".

Recorded Score options include either the **highest score** or the **last score**, or an **average score** of all a student's submissions. The default setting is to record the **highest score**. If you allow multiple attempts, select the type of score that you want to be recorded for that assessment.

Note: If you choose the option to Allow Retake for a student, and the assessment only allows 1 submission, the submission you'll see will depend on the Recorded Score setting. If your assessment includes manually graded questions, and you already graded it before allowing the student to retake it, the highest score will most likely be the first submission. You might need to change an assessment setting (either the Recorded Score or number of submissions allowed) after all the students have completed the assessment to view the retake results.

Anonymous grading (Optional)

Anonymous
Grading



Hide student identity from grader

The default setting here is that students' identities can be seen by graders.

However, if you want to the submissions with submission IDs only, check the box next to **Hide student identity from grader**.

Note: The Anonymous grading setting differs from the option to [release the survey to Anonymous Users](#). You CAN change the Anonymous grading setting in the Grading and Feedback section after grading to see the students' names, but you CANNOT change the Assessment Released to Anonymous Users setting.

Gradebook options

Gradebook
Options



Send assessment score to Gradebook immediately, regardless of options below

If you want to send grades to the Gradebook, select the check box next to **Send assessment score to Gradebook immediately, regardless of options below**.

Note: If you send grades to the Gradebook, scores will be sent immediately upon submission of the assessment. If you have any questions that are not automatically scored (e.g. short answer/essay, file upload), grades may appear to be artificially low until you enter scores for these questions. You can also wait until after all questions have been graded, then change the setting for this assessment in the Published Copies tab to send grades to the Gradebook.

Feedback authoring

Set how
feedback will be
authored



Question-Level Feedback



Selection-Level (A,B,C...) Feedback



Both

For *Feedback Authoring*, the default option is **Question-Level Feedback**. This allows the instructor to provide feedback for correct and/or incorrect answers for each question. You may also choose to display **Selection-Level Feedback** (i.e. feedback per answer choice), or **Both**.

Note: You must select either **Selection-Level Feedback** or **Both** before authoring or editing a question to be able to enter selection-level feedback on the question editing page.

Feedback Authoring: Question-Level Feedback options editing view

Correct Answer
Feedback
(optional)



Incorrect Answer
Feedback
(optional)



If you have chosen either **Question-Level Feedback** or **Both**, you'll be able to type in *Correct Answer* or *Incorrect Answer Feedback* when authoring or editing the assessment. *Correct Answer Feedback* displays if the student selects the correct answer to the question. *Incorrect Answer Feedback* displays if the student selects an incorrect answer option.

Feedback Authoring: Selection-Level Feedback options editing view

Correct Answer
☒ A
[Remove](#)

Feedback (optional)

Correct Answer
☐ B
[Remove](#)

Feedback (optional)

Selection-Level Feedback text boxes

If you have chosen either **Selection-Level Feedback** or **Both**, you'll be able to type in a *Feedback* text box for each answer option when authoring or editing a question.

Feedback delivery type

Set the type of feedback a student receives

☒ No Feedback will be displayed to the student

☐ Immediate Feedback

☐ Feedback on submission

☐ Feedback will be displayed to the student on a specific date

Feedback Delivery controls if and when students are able to see their submission results.

- **No Feedback** (the default setting) does not display any feedback to the student.
- **Immediate feedback** is recommended for self-tests only, as it will display the answers *immediately* - PRIOR to the student submitting the assessment.

- **Feedback on submission** displays feedback to students as soon as they submit the assessment.
- **Feedback on a specific date** releases assessment feedback upon the date and time specified.

Advanced feedback options

Set advanced feedback options

☐ Only Release Student's Assessment Scores (questions not shown)

☒ Release Questions and the following

- ☒ Student Response
- ☒ Correct Response
- ☒ Question-Level Feedback
- ☒ Selection-Level Feedback
- ☒ Grader's Comments
- ☒ Student's Question and Part Scores
- ☒ Student's Assessment Scores
- ☒ Statistics and Histograms

You can also decide how much feedback you want to release to students.

- You can choose to **Only Release Student's Assessment Scores** so that they only see their grade on the assessment, not individual questions.
- Or, you can choose to **Release Question and the following** and then select the items that you want students to see from the list below. Check the box next to any items you want students to see.

*Tip: If you are concerned about students sharing their exam results with one another, you should choose either **No Feedback** or **Feedback on a specific date** in the feedback type area above. Selecting a feedback date after the closing date for the assessment will prevent students from sharing feedback with other students who have not yet taken the test.*

Notes:

1. If you select to give feedback and **Release Questions and the following**, but do NOT check any of the boxes for the types of feedback to release, students won't see any feedback.
2. You can change the feedback settings after an assessment has been completed by going to **Assessment List** in Tests & Quizzes and selecting **Settings** from the drop-down menu for that assessment.

How do I adjust the layout and appearance of an assessment?

Layout and Appearance options control the overall look and feel of the test for students, such as how they navigate from one question to another, and how the assessment questions are numbered if the assessment has [multiple parts](#). For more information on additional assessment settings, see [How do I inspect and adjust the settings of an assessment?](#)

In the assessment Settings page, click Layout and Appearance.

Settings - Quiz

[Expand All](#)

▸ About this Assessment

▸ Availability and Submissions

▸ Exceptions to Time Limit and Delivery Date

▸ Grading and Feedback

▸ Layout and Appearance

Save Settings and Publish

Save

Cancel

The Layout and Appearance section will expand to show the following options:

Layout and Appearance

Navigation

☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Question Layout

☒ Each Question is on a separate Web page

☐ Each Part is on a separate Web page

☐ The complete Assessment is displayed on one Web page

Numbering

☒ Continuous numbering between parts

☐ Restart numbering for each part

Mark for Review

☐ Add checkboxes next to questions so they can be marked for review

Background

☒ Background Color

☐ Background Image URL

Navigation

Navigation

☐ Linear access to questions with NO return to previous pages. (There are only "Next" buttons to go forward. There is NO Table of Contents page.)

☒ Random access to questions from a Table of Contents. (There are "Next" and "Previous" buttons on each page for navigation.)

Since students are not supposed to see the same questions more than once, selecting linear access will automatically make 1 submission the default setting for number of submissions allowed.

Navigation controls how students proceed through the test. The default is **Random access** where students can navigate through the test with **Next** and **Previous** buttons, as well as a **Table of Contents**. You may change this to **Linear access** if you prefer, where students can only go forward using the **Next** button and cannot revisit earlier questions or access a **Table of Contents** to jump to a question.

Question Layout

Question Layout	<input checked="" type="radio"/> Each Question is on a separate Web page
	<input type="radio"/> Each Part is on a separate Web page
	<input type="radio"/> The complete Assessment is displayed on one Web page

You can control the presentation of the questions according to the options shown. The default option is to display **Each question on a separate Web page**. This is the *recommended setting*, as students' answers will be saved as they navigate through the test using the **Next**, **Previous**, and **Table of Contents** buttons.

If you have separated your assessment into parts, you can use the second option to display **Each Part on a separate Web page**. To display **The complete Assessment on a single Web page**, allowing students to scroll through it, click the third choice.

*WARNING: If you choose **The complete Assessment is displayed on one Web page**, students **MUST** click **Save** to ensure that their answers are saved. Displaying the complete assessment on a single Web page greatly increases the risk that students will lose their work.*

Numbering

Numbering	<input checked="" type="radio"/> Continuous numbering between parts
	<input type="radio"/> Restart numbering for each part

If your assessment has [multiple parts](#), choose the numbering pattern here. **Continuous numbering between parts** presents the questions in continuous, sequential order. If you choose to **Restart numbering for each part**, questions are numbered with the part number, then the question number.

Add checkboxes next to questions so they can be marked for review. (Optional)

Mark for Review	<input checked="" type="checkbox"/> Add checkboxes next to questions so they can be marked for review
-----------------	---

If your assessment navigation allows Random access to questions from a Table of Contents, you can check a box to **Add checkboxes next to questions so they can be marked for review.**

Student view of mark for review.

Quiz

Table of Contents

Part 1 of 1 -

Question 3 of 3

1 Points

Match the following choices.

A. Presentations

B. Documents

C. Spreadsheets

select ▼ 1. Excel

select ▼ 2. Word

select ▼ 3. Powerpoint

☒ Mark for Review [What's This?](#)

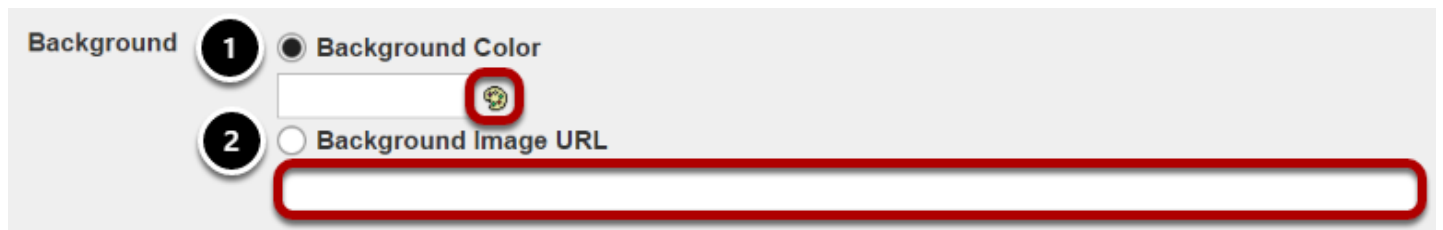
Student view of question marked for review.

Table of Contents with question marked for review

☐ [3. Match the following choices. \(/1.0 Points\)](#)

When students are taking the test, this option will allow them to check a box, **Mark for Review**, under each question. When they view the *Table of Contents*, questions **Marked for Review** will display a **question mark icon (?)** so they can easily identify and revisit marked questions.

Background

The image shows a user interface for setting a background. It has a light gray background. On the left, the word "Background" is followed by two numbered steps in circles: "1" and "2". Step 1 is associated with "Background Color" and has a radio button selected. Below this is a white text input field with a small palette icon to its right, which is circled in red. Step 2 is associated with "Background Image URL" and has a radio button that is not selected. Below this is a long, empty white text input field with a thick red border.

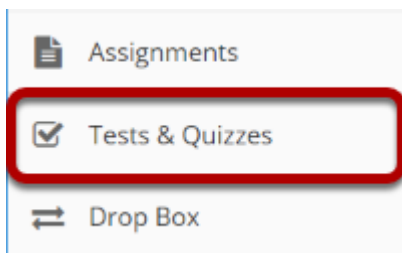
You can choose a color or image for the background here.

1. To select a **Background Color**, click the **palette icon**.
2. To add a **Background Image**, enter the URL of the image's location. An image smaller than the screen will be tiled to cover the entire screen area.

How do I publish an assessment (i.e. test or quiz)?

After you have created an assessment, you must publish it before students can view and submit it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your course.

Publish with current settings.

If you are sure that the default or current settings are appropriate, you can publish from either the action menu or the edit assessment screen.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz	Draft			Entire Site	2019-01-19 10:50:00		ktinstructor	2019-01-19 11:40:55	<input type="checkbox"/>

Actions ▼

[Edit](#)
[Preview](#)
[Print](#)
[Settings](#)
[Publish](#)
[Duplicate](#)
[Export](#)

Show

Re

Previous 1 Next

Questions: Quiz

1 Existing Question - 1 total point

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | **[Publish](#)**

Part 1 ▼ Default - 1 question

[Copy to Pool](#) | [Edit](#)

Add Question select a question type ▼

Question 1 ▼ Multiple Correct, Multiple Selection - 1.0 point

[Remove](#) | [Edit](#)

Who wrote the "Mill on the Floss"?

- ☒ A. George Eliot
☐ B. George Henry Lewes
☒ C. Mary Ann Evans
☐ D. Mary Shelley

Answer Key:A,C

Edit the settings and then publish.

Assessment List

View

All

▼

Display

20

▼

assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz <div><div>Actions ▼</div><div><div>Edit</div><div>Preview</div><div>Print</div><div>Settings</div><div>Publish</div><div>Duplicate</div><div>Export</div></div></div>	Draft			Entire Site	2019-01-19 10:50:00		ktinstructor	2019-01-19 12:02:56	<input type="checkbox"/>

Sho

Re

Previous

1

Next

From the Tests & Quizzes tool home screen, choose the **Settings** option in the drop-down menu for the quiz you would like to publish.

Alternately, you can access assessment settings from the edit assessment screen.

Questions: Quiz

1 Existing Question - 1 total point

[Add Part](#) | [Preview](#) | [Print](#) | **[Settings](#)** | [Publish](#)

Part 1 ▼ Default - 1 question [Copy to Pool](#) | [Edit](#)

Add Question select a question type ▼

Question 1 ▼ Multiple Correct, Multiple Selection - 1.0 point [Remove](#) | [Edit](#)

Who wrote the "Mill on the Floss"?

- ☒ A. George Eliot
- ☐ B. George Henry Lewes
- ☒ C. Mary Ann Evans
- ☐ D. Mary Shelley

Answer Key:A,C

If you are currently editing the quiz in question, click the **Settings** link at the top of the assessment editing screen.

Adjust the settings as desired.

See the article [How do I view and modify the settings of an assessment?](#)

Note: Settings are typically adjusted fully on the Draft before publishing.

Save settings and publish.

Save Settings and Publish Save Cancel

Once you have completed all of your settings selections, click the **Save Settings and Publish** button at the bottom of the screen.

*Note: You may also choose to **Save** settings without publishing, or **Cancel** to cancel the assessment settings.*

Review and confirm publishing of assessment.

Publish Assessment

Review your settings and adjust level of notification. Click **Publish** to make assessment visible to students now. Click **Cancel** to wait or edit assessment. Click **Edit Settings** to modify settings.

without notification ▼

☒ display due date on Calendar

"Quiz" is available on 01/19/2019 10:50:00 AM to the entire class at <https://qa19-mysql.nightly.sakaiproject.org/samigo-app/servlet/Login?id=59164954-1231-40ab-b6d0-d2d74f11ae8e1547918076284>

It is due 01/21/2019 12:00:00 AM.

There is no time limit. Students can submit this an unlimited number of times. (The highest score will be recorded).

Student will receive **no feedback**.

Your setting choices will be summarized for you on the confirmation screen. Review all of the information to make sure it is correct. (If you need to make changes, you can go back by clicking **Edit Settings**.)

You have the option to notify students when you publish the assessment. The default setting is **without notification**. Notifying students sends an email to their external email address to let them know the assessment has been published. It sends the message at the time of publication, NOT on the start date of the assessment.

If your assessment has an end date, you may select to **Display due date on Calendar**. This will post an event on the Schedule/Calendar for the course on the date the assessment is due.

Click **Publish** to make the assessment available to students.

View published assessment.

Assessment List

View

All

Display

20

assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
<div>Quiz</div> <div>Actions ▾</div>	Published - Active	0	0	Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:16:24	<input type="checkbox"/>
<div>Draft - Quiz</div> <div>Actions ▾</div>	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:15:02	<input type="checkbox"/>

Showing page 1 of 1

Previous

1

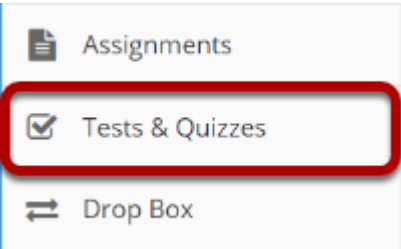
Next

Click on **Assessments** to view your published assessments. Published assessments will be displayed in the list, along with the status, submission and release information, and the user that last modified the item.

How do I duplicate an assessment (i.e. test or quiz)?

You can make multiple copies of assessments in the same course site. For example, you might want to create a new copy of an existing assessment in order to use it as the basis for a new, modified assessment.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

From the Actions menu, select Duplicate.

Assessment List

View All ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Draft - Quiz	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:15:02	<input type="checkbox"/>

Actions ▼

[Edit](#)
[Preview](#)
[Print](#)
[Settings](#)
[Publish](#)
[Duplicate](#)
[Export](#)

Previous 1 Next

From the *Tests & Quizzes* tool home screen, choose the **Duplicate** option in the drop-down menu for the draft assessment you would like to duplicate.

Note: You cannot duplicate published copies of assessments in Tests & Quizzes.

Confirm duplication.

Duplicate Assessment Confirmation

Are you sure you want to duplicate this assessment titled "Quiz"?

Duplicate

Cancel

On the *Duplicate Assessment Confirmation* screen, click **Duplicate**.

View duplicated assessment.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
<div><div>Draft - Quiz - Copy #1</div><div>Actions</div></div>	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:25:26	<input type="checkbox"/>
<div><div>Draft - Quiz</div><div>Actions</div></div>	Draft			Entire Site	2019-01-19 10:50:00	2019-01-21 00:00:00	ktinstructor	2019-01-19 12:15:02	<input type="checkbox"/>

Your duplicated assessment will have the title of your original assessment, with a *Copy* number listed after it.

For example, if you copy an assessment, **Quiz #1**, for the first time, the copy will be titled **Quiz #1 - Copy #1**. If you duplicate the original **Quiz #1** again without editing the title of **Quiz #1 - Copy #1**, the newly duplicated assessment will be titled **Quiz #1 - Copy #2**.

Edit the duplicated assessment's questions or settings.

You can edit the *Settings* of the duplicated assessment, such as its title and availability, by following the steps outlined in [How do I view and modify the settings of an assessment?](#)

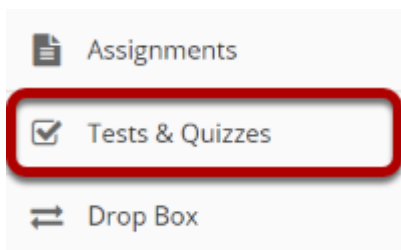
You may also modify the questions in the duplicated assessment by following the steps outlined in [How do I create an assessment in Tests & Quizzes?](#)

How do I preview an assessment (i.e. test or quiz)?

You can preview an assessment either by using the **Preview** option in the *Action* menu, or by viewing the site as a student and submitting the assessment.

*Note: If you use the **Preview** option to preview an assessment, you will not be able to submit the assessment or see how feedback displays for your students.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Preview from the Action menu.

Assessment List

View

All

Display

20

 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▾	Remove?
Draft - Quiz 1 <div>Actions ▾</div>	Draft			Entire Site	2019-01-19 14:30:00	2019-01-25 00:00:00	ktinstructor	2019-01-19 14:36:36	<input type="checkbox"/>
<div>Edit</div> <div>Preview</div> <div>Print</div> <div>Settings</div> <div>Publish</div> <div>Duplicate</div> <div>Export</div>	Draft			Entire Site	2019-01-19 14:30:00	2019-02-02 00:00:00	ktinstructor	2019-01-19 14:36:26	<input type="checkbox"/>
	Draft			Entire Site	2019-01-19 14:30:00	2019-02-16 00:00:00	ktinstructor	2019-01-19 14:36:16	<input type="checkbox"/>
Draft - Midterm <div>Actions ▾</div>	Draft			Entire Site			ktinstructor	2019-01-19 14:30:09	<input type="checkbox"/>

From the *Tests & Quizzes* tool home screen, choose the **Preview** option in the drop-down menu for the assessment you would like to preview.

*Note: The **Preview** option is available for both draft and published assessments.*

Preview the assessment.

1

Assessment Preview - This is an example student view of this assessment

done

Begin Assessment

"Quiz 1" for Discussion 1 SMPL101

This assessment is **due Friday, 2019-Jan-25 12:00 AM**.

There is no time limit for this assessment.

You can submit this assessment an unlimited number of times. Answers from previous attempts will not be available within the assessment during subsequent attempts. Your highest score will be recorded.

☐ Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

Cancel

1

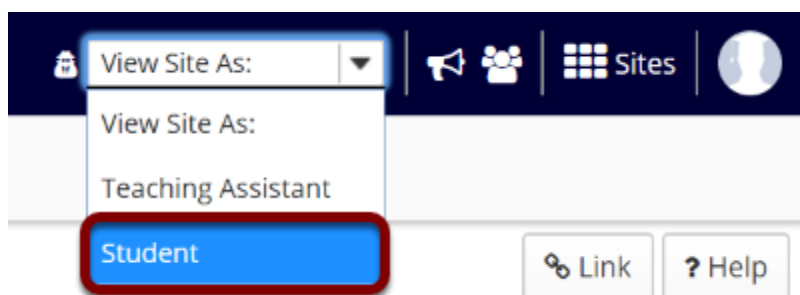
Assessment Preview - This is an example student view of this assessment

done

You'll be able to walk through a preview of your assessment, but you won't be able to submit the assessment from this preview.

Note: The assessment preview will be identified with the following text: "Assessment Preview - This is an example student view of this assessment."

OR View the site as a student.



You can view the *Tests & Quizzes* tool and submit your assessment as if you were a student using the **View Site As... Student** option OR by adding your non-university email address to your site as a *Student* and logging in to submit the assessment.

*Note: **View Site As Student** will only display published assessments that are viewable by students in the entire site.*

Select an assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display assessments per page

Search:

Title	Time Limit	Due Date/Time ▼
Quiz 3	n/a	2019-02-16 12:00 AM
Quiz 2	n/a	2019-02-02 12:00 AM
Quiz 1	n/a	2019-01-25 12:00 AM

Showing page 1 of 1

Previous

1

Next

Submitted Assessments

You have not yet submitted any assessments.

*Note: If you submit your test using the **View Site As...** option, you won't see your submission listed in the Scores screens for grading. Using **View Site As...**, you WILL be able to see all [feedback](#) you have made available to students that does not require manual grading.*

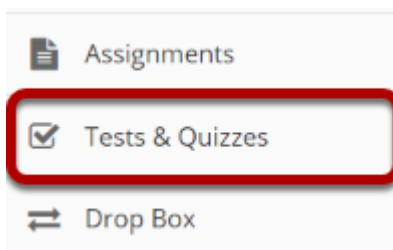
Tip: If you'd like to be able to grade your own submission to the test as an instructor, you'll need to submit the test after logging in with a fake "demo student" account. Often, instructors will enroll a fake "demo student" account in the site so that they can log in as that user to submit items and practice grading them.

How do I print an assessment (i.e. test or quiz)?

You can print an assessment with or without an *Answer Key*.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions](#) in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. $\{x\} + \{y\} = \{z\}$.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Print from the Action menu.

Assessment List

View All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Draft - Quiz 1	Draft			Entire Site	2019-01-19 14:30:00	2019-01-25 00:00:00	ktinstructor	2019-01-19 15:42:26	<input type="checkbox"/>
	Draft			Entire Site	2019-01-19 14:30:00	2019-02-02 00:00:00	ktinstructor	2019-01-19 14:36:26	<input type="checkbox"/>
	Draft			Entire Site	2019-01-19 14:30:00	2019-02-16 00:00:00	ktinstructor	2019-01-19 14:36:16	<input type="checkbox"/>
Draft - Midterm	Draft			Entire Site			ktinstructor	2019-01-19 14:30:09	<input type="checkbox"/>

From the *Tests & Quizzes* tool home screen, choose the **Print** option in the drop-down menu for the assessment you would like to print.

*Note: The **Print** option is available for both draft and published assessments.*

OR Print from the Edit Assessment screen.

Questions: Quiz 1

8 Existing Questions - 8 total points

[Add Part](#) | [Preview](#) | [Print](#) | [Settings](#) | [Publish](#)

Part 1 Default - 8 questions

[Copy to Pool](#) | [Edit](#)

If you are currently editing the quiz in question, click the **Print** link at the top of the assessment editing screen.

Select print options.

☐ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☐ Show Numbered Sequences

Font Size: Medium ▼

Apply Settings Print Download PDF

Name: _____

Score: ____ / ____

Select check boxes to choose what content you'd like to display in the printout:

- **Show Answer Key** - This option displays the answers for automatically-graded questions.
- **Show Answer Key with Feedback** - If you select this option and you have added [feedback while creating a question](#) in the *Correct or Incorrect Answer Feedback* boxes, it will print along with the answer to the question.
- **Show Description/Intro, Part's Title & Information** - If you select this option and you have added text in the [Description/Intro](#) box of the *Settings* page, it will print along with the questions. By default, this option is selected on the *Print* screen.
- **Show Numbered Sequences** - displays the question number next to each question.

If you'd like to display the font as larger or smaller, choose the desired size from the *Font Size* drop-down menu. By default, the selected font size is **Medium**.

Apply Settings.

☐ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information

☐ Show Numbered Sequences

Font Size: Medium ▼

Apply Settings Print HTML Download PDF

If you made any changes to the default print settings, click **Apply Settings**.

Preview document to print.

Name: _____
Score: ____ / ____

Quiz 1

Part 1

Which of the following statements accurately describe a turbidity current?

☐ A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
☐ B. The cause of mid-ocean trenches.
☐ C. A phenomenon associated with violent atmospheric storms at sea.
☐ D. none of these

The deep-ocean basin includes all of the following features EXCEPT:

☐ A. continental shelf.
☐ B. continental rise.
☐ C. abyssal plains.
☐ D. mid-ocean ridges.

Scroll down on the *Print* screen to preview how the printout will look with your selected options.

Note: Certain types of questions may not display exactly the same way in a printout as they do for a student taking a test. For example, if you have any [Calculated Questions](#) in your assessment, they will not display numerical values in a printout, because a single Calculated Question can contain different numbers for each student based on the variables entered. Instead, you'll see a formula, e.g. $\{x\} + \{y\} = \{z\}$.

Print or download PDF.

☐ Show Answer Key ☐ Show Answer Key with Feedback ☒ Show Description/Intro, Part's Title & Information
☐ Show Numbered Sequences
Font Size: Medium ▼

At the top of the screen, click **Print HTML** to print the assessment using your default printer.

Click **Download PDF** if you'd prefer to save the page as a PDF document.

How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

If you would like to send your assessment scores to the Gradebook so that they can be included in the course grade calculation or allow students to see an answer key or other feedback in Tests & Quizzes, see [What are the Grading and Feedback options for an assessment?](#)

On the Total Scores screen for an assessment, you can see the total score each student received based on the points from auto-graded questions (such as multiple choice and true false). You may adjust the students' scores and for students who submitted the assessment, you can add comments.

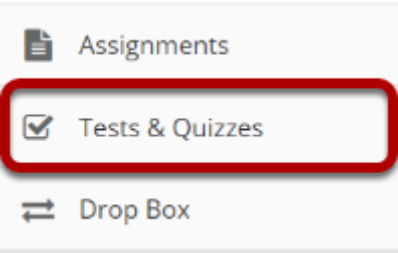
For more information on manually grading individual student submissions or questions, see the following articles:

- [How do I give same score \(e.g. 0\) to all students with no submission to an assessment?](#)
- [How do I grade assessment submissions by student?](#)
- [How do I grade assessment submissions by question?](#)
- [How do I download assessment submissions for grading offline?](#)

Note:

- *Tests & Quizzes will NOT automatically grade students with no submission. If a student who did not submit an assessment should receive a grade of 0, you'll need to enter a 0 for their grade.*
- *Comments cannot be added within the Tests & Quizzes tool for students with no submission and they do not have access to feedback for assessments they did not submit. If you'd like to print an answer key to an assessment to provide to students who did not submit, see [How do I print an assessment \(i.e. test or quiz\)?](#)*
- *Once a grade has been saved for a student in Tests & Quizzes, you cannot delete the grade to remove it from the student's course grade. If you inadvertently assign a score to a student who should not have received one for an assessment, and the assessment score is being sent to the Gradebook, you may need to [override the course grade](#) in the Gradebook.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View

Assessment List

View All

Disp All per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
Quiz 3	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View Published - All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1 <div>Actions</div>	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2 <div>Actions</div>	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
<div>Scores</div> <div>Preview</div> <div>Print</div> <div>Settings</div>	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Display multiple submissions for students. (Optional)

Max Score Possible: 6

Apply This Score

to all participants with "No Submission".

View

Highest Submission

for Entire Site

Search

All Submissions

Highest Submission

Find

Clear

By default, the submission that displays for each student will be based on your [assessment's Recorded Score setting](#). For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an [allowed retake](#), you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Enter score adjustment and overall comments.

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="5.0"/>	5	5 bonus point credit for early submission. Add Attachments
	Marin, Eric	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="5.0"/>	4	5 bonus point credit for early submission. Add Attachments
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="5.0"/>	6	5 bonus point credit for early submission. Add Attachments

3 This assessment allows multiple submissions and has been configured to record the highest score under Settings.

[Update](#)

[Cancel](#)

To make a grade adjustment to the overall assessment score:

1. Enter a positive or negative score into the **Adjustment** column to add or subtract points from the student's overall score.
2. You may also enter comments in the **Comments for Student** column if you like. Students will see these comments when they view the assessment feedback. Optionally, you may also attach a file containing additional feedback. Click **Add Attachments** to attach a file.
3. Scroll down to the bottom of the list and click the **Update** button to save your changes.

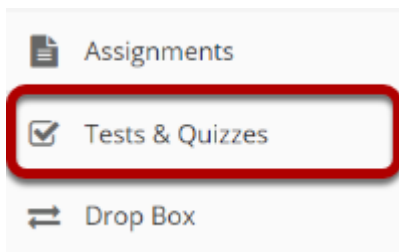
Note: The Final Score column will display the adjusted score after you save your changes.

How do I grade assessment submissions by student?

Most question types in *Tests & Quizzes* are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View

Assessment List

View

All

All

Drafts

Published - All

Published - Active

Published - Inactive

Display 20 per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
Quiz 3	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View

Published - All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>
Quiz 3	Published - Active	0	1	Entire Site	2019-01-19 14:50:00	2019-02-23 00:00:00	ktinstructor	2019-02-03 15:09:47	<input type="checkbox"/>

Scores

Preview

Print

Settings

Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Display multiple submissions for students. (Optional)

Max Score Possible: 6

Apply This Score to all participants with "No Submission".

View Highest Submission ▼ for Entire Site

Search All Submissions Find Clear

By default, the submission that displays for each student will be based on your [assessment's Recorded Score setting](#). For example, if you accept the **highest score**, the highest scoring submission will display. If you accept the **average score**, the average point value of all the student's submissions will display.

If your assessment allows multiple submissions, or if a student has submitted an [allowed retake](#), you can choose to view all student submissions by selecting **All Submissions** from the *View* drop-down menu.

Select the student.

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<div></div> <div>Add Attachments</div>
	Marin, Eri	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<div></div> <div>Add Attachments</div>
X	Thompson Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<div></div> <div>Add Attachments</div>

Click on the student's name to view the individual submission.

View and enter grades/comments for the individual student.

Steven Johnson

Submission Status | Total Scores | Questions | Statistics

Quiz 2

Comments for Student: 5 points bonus credit for early submission.

Table of Contents

Part 1 - Default - 6/6 Answered Question, 5.0 / 6.0 Points

1. Which of the following statements accurately describe a turbidity current?	1 Points
2. The deep-ocean basin includes all of the following features EXCEPT:	1 Points
3. The continental shelf:	1 Points
4. Which of the following statements accurately describes ALL continental margins?	1 Points
5. The great heaps of unconsolidated sediment at the base of the continental slope are known as:	1 Points
6. The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:	1 Points

Part 1 of 1

Question 1 of 6: 1.0 / 1.0 Points

Which of the following statements accurately describe a turbidity current?

☐

A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).

☐

B. The cause of mid-ocean trenches.

☐

C. A phenomenon associated with violent atmospheric storms at sea.

☒

D. none of these

Answer Key: D

Comments for Student:

Attachments

No attachments yet

Add Attachments

The individual student submission will be displayed, showing all of the questions and answers for that student. You may enter or modify comments and points for any of the questions in the assessments as needed. You may also add attachments to provide additional feedback for a particular question if desired.

Save your changes.

Update

Cancel

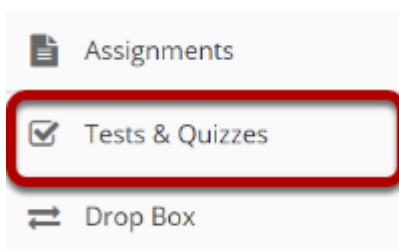
Be sure to scroll down to the bottom and click **Update** to save your changes!

How do I grade assessment submissions by question?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay questions, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

For more information and additional options for grading assessments, see the following article: [How do I grade Tests & Quizzes?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View

All

All

Drafts

Published - All

Published - Active

Published - Inactive

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
Draft - Quiz 3	Draft			Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:27	<input type="checkbox"/>
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View

Published - All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternately, you may also click on the number of student submissions in the **Submitted** column to view the submissions.

Click on Questions.

Total Scores: Quiz 3

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Max Score Possible: 10

Apply This Score

to all participants with "No Submission".

View

Highest Submission

for Entire Site

Viewing 1 - 4 of 4 items

|<<Show all>>|

Search

Student name or ID

Find

Clear

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 04:03:46 PM	6	0.0	6	<div>Add Attachments</div>
	Marin, Eric	student03	Student	No Submission	-	-	-	Requires student submission

Click on the **Questions** tab in the assessment menu.

Select the question.

Part 1: Question 7 (Quiz 3)

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Part 1:Q1 | Q2 | Q3 | Q4 | Q5 | Q6 Q7

From the list of question numbers, select the question you'd like to grade. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Enter grades and/or comments.

Part 1: Question 7 - Short Answer/Essay (4.0 Points)

In your opinion, where does the future of marine science lie?

Responses

View Highest Submission ▾ with Responses Displayed Inline ▾ for Entire Site

Search

Viewing 1 - 2 of 2 items

|< < Show all ▾ > >|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Johnson, Steven	student02	Student	02/03/2019	4.0	The greatest progress in the immediate future will be made by consortia of universities and research institutions funded by state and federal agencies. Through decisions on the use of tax revenue, the voters will directly or indirectly determine the future of marine science.	good answer <input type="button" value="Add Attachments"/>
Thompson, Mary	student01	Student	02/03/2019	1.0	In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins.	partial credit for creativity <input type="button" value="Add Attachments"/>

All of the student responses will be displayed by question.

- 1. Enter the score for each student for the selected question.
- 2. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

Be sure to scroll down to the bottom and click **Update** to save your changes!

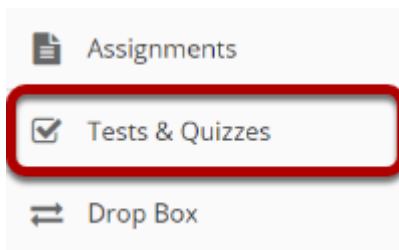
How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a [File Upload](#) question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- [How do I grade Tests & Quizzes?](#)
- [How do I give same score \(e.g. 0\) to all students with no submission to an assessment?](#)
- [How do I grade Tests & Quizzes submissions by student?](#)
- [How do I grade Tests & Quizzes submissions by question?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View All

Display All per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	3	Entire Site	2019-01-19 15:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-17 18:15:20	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	2019-01-19 15:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-17 18:15:18	<input type="checkbox"/>
Quiz 2	Published - Inactive	0	3	Entire Site	2019-01-19 16:00:00	2019-02-17 17:15:00	ktinstructor	2019-02-17 17:20:20	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View Published - All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	3	Entire Site	2019-01-19 15:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-17 18:15:20	<input type="checkbox"/>
Quiz 2	Published - Inactive	0	3	Entire Site	2019-01-19 16:00:00	2019-02-17 17:15:00	ktinstructor	2019-02-17 17:20:20	<input type="checkbox"/>
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 16:05:00	2019-03-09 00:00:00	ktinstructor	2019-02-17 16:25:04	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

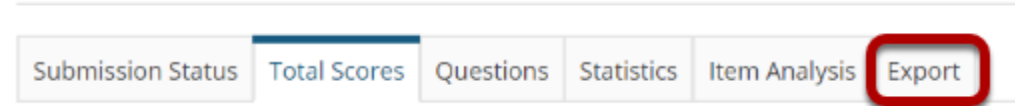
Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.

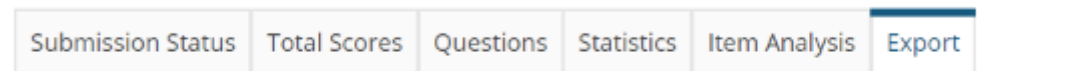
Click Export.

Total Scores: Quiz 1

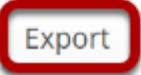


On the following screen, click Export.

Export: Quiz 1



Click Export to export and download all assessment responses in Excel format.



Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

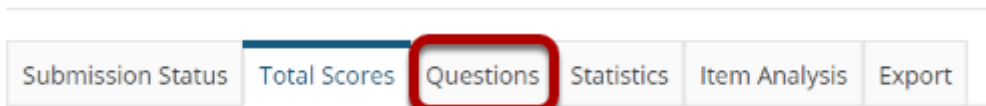
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First Name	User Name	Order of	Start time	Submit time	Part 1 Score	Part 2 Score	Final Score	Grader's	Part 1, Q	Part 1, Q	Part 1, Q	Part 1, Q
2	Johnson	Steven	student01	1	17-Feb-1	17-Feb-1 4	0	4			continental shelf.		is a featureless pla	
3	Martin	Erin	student01	1	17-Feb-1	17-Feb-1 7	1	8			continental shelf.		is a gently sloping	
4	Smith	Jeremy	student01	No submission										
5	Thompson	Mary	student01	1	17-Feb-1	17-Feb-1 6	0	6			continental shelf.		is a gently sloping	

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any *Grader's comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.

Download all File Upload submissions.

Total Scores: Quiz 1



If your assessment has a [File Upload](#) question, you can download all submissions to it simultaneously (e.g. to add inline comments, or for ease of reading certain types of files from your computer.)

Click on the **Questions** link in the assessment menu to access the list of questions.

Select the File Upload question.

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#) | [Q5](#) | [Q6](#) | [Q7](#) | [Q8](#)
Part 2: [Q1](#) | [Q2](#) | [Q3](#)

Part 2: Question 3 - File Upload (10.0 Points)

A vertical grey bar is on the left. The text 'Upload your scanned homework paper showing your work and calculations.' is in a light blue font. Below it is a 'File:' label followed by a text input field. To the right of the input field are two buttons: 'Browse' and 'Upload'.

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Click Download Responses.

Responses

View

Highest Submission

 for Entire Site

Download Responses

 Search

Student name or ID

Find

Clear

Viewing 1 - 3 of 3 items

|<

<

Show all

>

>|

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
Johnson, Steven	student02	Student	02/17/2019	0.0	my homework.txt (0.01 KB)	<div><div>Add Attachments</div></div>

Save and open the ZIP file.

1

What do you want to do with Quiz 1_Part2_Ques3.zip (563 bytes)?
From: qa1-us.nightly.sakaiproject.org

Open

Save

Cancel

2

C:\Users\Kristine\Downloads\Quiz 1_Part2_Ques3

File

Home

Share

View

←

→

↑

↓

↻

Search Quiz 1_Part2_Ques3

Quick access

Desktop

Downloads

Documents

Pictures

Recycle Bin

OneDrive

This PC

3D Objects

Desktop

Documents

Downloads

Quiz 1_Part2_Ques3

Quiz 1_Part2_Ques3.zip

3 items

Name

Date modified

Type

Johnson, Steven_student02_my homework.txt

2/17/2019 7:26 PM

Text

Martin_Erin_student03_my homework.txt

2/17/2019 7:26 PM

Text

Thompson_Mary_student01_my homework.txt

2/17/2019 7:26 PM

Text

1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

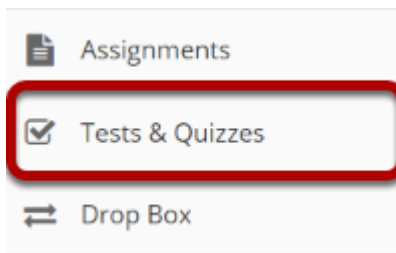
2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.

How do I give the same score (e.g. 0) to all students with no submission for an assessment?

By default, students with *No Submission* to an assessment will have a blank, or null, grade. The assessment will not count in their final grade until a grade has been entered for them. You can assign the same grade, such as 0, to all students who did not submit an assessment.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View

All

Display All per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
Draft - Quiz 3	Draft			Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:27	<input type="checkbox"/>
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Assessment List

View

Published - All

Display 20 assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Published - Active	0	2	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:58:30	<input type="checkbox"/>
Quiz 1	Published - Active	0	4	Entire Site	2019-01-19 15:10:00	2019-02-09 00:00:00	ktinstructor	2019-02-03 15:10:42	<input type="checkbox"/>
Quiz 2	Published - Active	0	3	Entire Site	2019-01-19 14:50:00	2019-02-16 00:00:00	ktinstructor	2019-02-03 15:10:07	<input type="checkbox"/>

Actions

Scores

Preview

Print

Settings

Showing 3 of 6 total assessments

Previous 1 Next

Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Enter a score to assign to all students with No Submission.

Max Score Possible: 6

Apply This Score to all participants with "No Submission".

View

Highest Submission

 for Entire Site

Search

Find

Clear

Viewing 1 - 4 of 4 items

|<

<

Show all

>

>|

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
<input checked="" type="checkbox"/>	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<div></div> <div>Add Attachments</div>
	Marin, Eric	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
<input checked="" type="checkbox"/>	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<div></div> <div>Add Attachments</div>
<input checked="" type="checkbox"/>	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<div></div> <div>Add Attachments</div>

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

Update

Cancel

Enter a point value, e.g. 0, in the box to **Apply this score to all participants with "No Submission"**.

Click Apply This Score.

Max Score Possible: 6

Apply This Score to all participants with "No Submission".

View Highest Submission ▼ for Entire Site

Search Find Clear

Viewing 1 - 4 of 4 items
|< < Show all ▼ > >|

Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<div></div> <div>Add Attachments</div>
	Marin, Eric	student03	Student	No Submission	-	<input type="text" value="-"/>	-	Requires student submission
X	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<div></div> <div>Add Attachments</div>
X	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<div></div> <div>Add Attachments</div>

Clicking **Apply this score** saves the change to the score of ALL students with *No Submission*. You do not need to click **Update** to confirm saving the score.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

View scores.

Max Score Possible: 6

Apply This Score to all participants with "No Submission".

View Highest Submission ▼ for Entire Site

Search Student name or ID

Viewing 1 - 4 of 4 items
|< < Show all ▼ > >|

Delete	Name▲	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
<input checked="" type="checkbox"/>	Johnson, Steven	student02	Student	02/03/2019 03:26:26 PM	5	<input type="text" value="0.0"/>	5	<div><div></div><div>Add Attachments</div></div>
	Marin, Erin	student03	Student	No Submission	-	<div><input type="text" value="0"/></div>	0	<div>Requires student submission</div>
<input checked="" type="checkbox"/>	Smith, Jeremy	student04	Student	02/03/2019 03:27:01 PM	4	<input type="text" value="0.0"/>	4	<div><div></div><div>Add Attachments</div></div>
<input checked="" type="checkbox"/>	Thompson, Mary	student01	Student	02/03/2019 03:25:49 PM	6	<input type="text" value="0.0"/>	6	<div><div></div><div>Add Attachments</div></div>

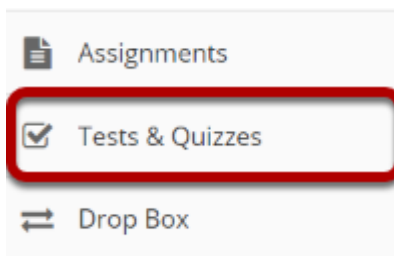
All students with *No Submission* will have the selected score entered in the grade **Adjustment** box, and it will be their *Final Score*.

WARNING: Once a grade has been saved for a student in *Tests & Quizzes*, you cannot delete the grade to remove it from the student's course grade.

How do I view statistics about a completed assessment?

You can view statistical information about student submissions to an assessment, such as average scores and standard deviation. If the assessment has automatically-graded questions, you can also access an *Item Analysis* page, which gives a quick table overview of the percentages of students who answered each question correctly, and how many students selected each answer option.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View:

All

Display: All per page

Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Quiz 1	<div>Actions ▼</div>	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Draft - Quiz 3	<div>Actions ▼</div>	Draft			Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:57:58	<input type="checkbox"/>
Quiz 2	<div>Actions ▼</div>	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

View Published - All

Display 20 assessments per page

Search:

Title		Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3	Actions	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Quiz 2	Actions	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>
Quiz 1	Actions	Published - Active	0	4	Entire Site	2019-01-19 16:55:00	2019-02-16 00:00:00	ktinstructor	2019-02-10 16:56:05	<input type="checkbox"/>

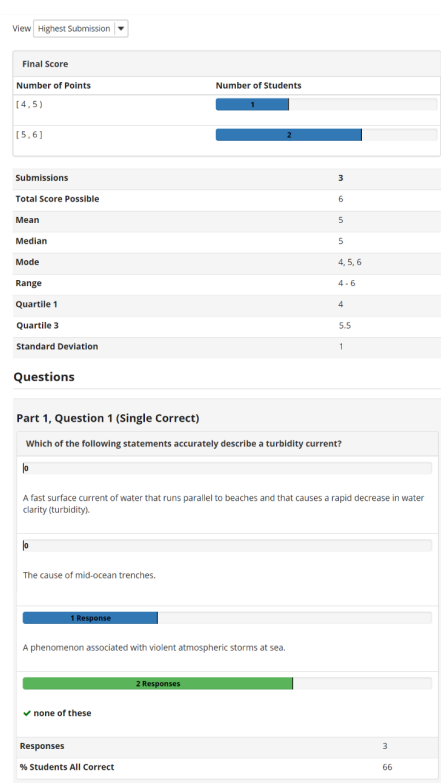
Select the **Scores** option from the drop-down menu for the assessment you would like to grade. Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click on Statistics.

Total Scores: Quiz 2

Submission Status	Total Scores	Questions	Statistics	Item Analysis	Export
-------------------	--------------	-----------	------------	---------------	--------

View Statistics page.

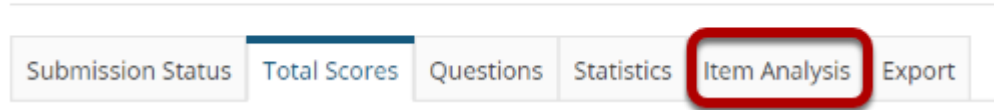


The *Statistics* page displays information including the number of students who submitted the test, average scores, standard deviation, how many students selected particular responses to each question, and the percentage of students who answered an automatically-graded question correctly.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Statistics page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your [assessment settings](#); for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Statistics page.*

Click on Item Analysis.

Total Scores: Quiz 2



View Item Analysis page.

View Highest Submission ▼

Question	N	% Correct: Whole Group	% Correct: Upper 27%	% Correct: Lower 27%	Discrim	No Answer	A	B	C	D
Q1	3	66	100	0	1.0	0	0	0	1	2
Q2	3	66	100	100	0.0	0	2	1	0	0
Q3	3	100	100	100	0.0	0	0	0	0	3
Q4	3	100	100	100	0.0	0	0	0	0	3
Q5	3	66	100	0	1.0	0	2	1	0	0
Q6	3	100	100	100	0.0	0	0	0	0	3

If your assessment has automatically-graded questions, the *Item Analysis* page gives a quick table overview of the percentages of students who answered each automatically-graded question correctly, how many students selected a particular answer option for each question, and how many of the students who submitted the test provided *No Answer* to that question.

*Note: If you have allowed multiple submissions for your assessment, you may have two view options on the Item Analysis page: either the **Highest** or **Last Submission**, or **All Submissions**. Available view options depend on your [assessment settings](#); for example, if you accepted the **highest score** for a multiple-submission assessment, you'll see the **Highest Submission** by default. If you've chosen to accept the **average score** for all submissions, you'll only be able to view **All Submissions** on the Item Analysis page.*

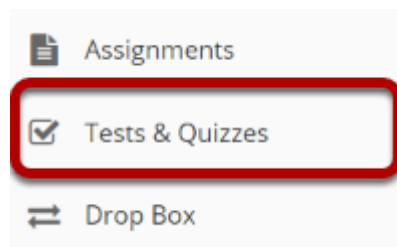
What is the Tests & Quizzes Event Log?

The Event Log shows certain student activities for all Tests & Quizzes in the site. It is created and maintained automatically.

Events recorded include (for each participant), entry to the assessment (date and time), submission of the assessment (date and time), duration of the student session in minutes, errors (if any) detected by the T&Q system, and IP address of the submitter.

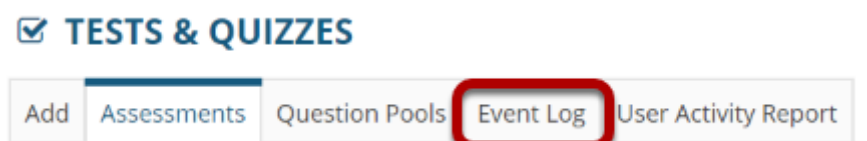
Note: There must be existing student submissions in order for data to appear in the event log.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu in your site.

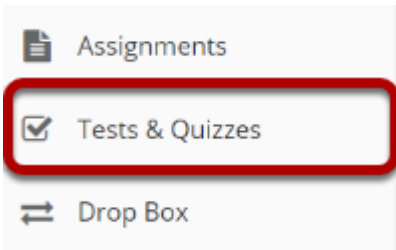
Click Event Log.



What is the Tests & Quizzes User Activity Report?

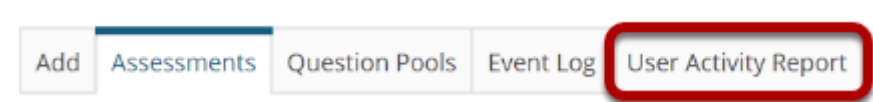
This feature allows the instructor to view a list of all assessment submissions for a specific student, including submissions that are no longer available via the Total Scores screen as because the instructor has allowed the student to retake (via "Allow Retake") the assessment.

Go to Tests & Quizzes.



Select the **Test & Quizzes** tool from the Tool Menu in your site.

Click User Activity Report.



Select the student you want to view from the drop-down list.

User Activity Report: Erin Marin

View Student Erin Marin ▼

Erin Marin

Erin Marin

Jeremy Smith

Mary Thompson

Steven Johnson

Submit Date

Percentage

Score/Total Points

View student assessment activity.

User Activity Report: Mary Thompson

View Student Mary Thompson ▼

Title ▲	Assessment ID	Submit Date	Percentage	Score/Total Points
Quiz 1	6	02/03/2019 03:04:43 PM	100%	6/6
Quiz 2	9	02/03/2019 03:27:01 PM	66.67%	4/6

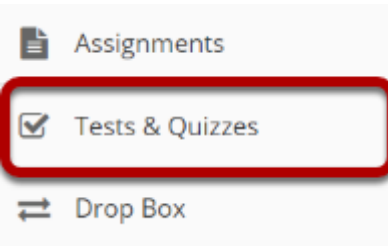
The assessment title, id, submit date, percentage, and score/points will be displayed for all of the assessments the selected student has taken.

Clicking on the title of the assessment will display the individual student submission.

How do I allow a student to retake a test or quiz?

If a student has completed all of their available submissions to an assessment, you can allow them to retake it.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published-All View.

Assessment List

View **All**

Display **All** per page

Search:

<u>Title</u>		<u>In Progress</u>	<u>Submitted</u>	<u>For</u>	<u>Open</u>	<u>Due</u>	<u>Last Modified</u>	<u>Modified Date</u>	<u>Remove?</u>
Quiz 1	Published - All	0	<u>2</u>	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Draft - Quiz 3	Published - Active			Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:57:58	<input type="checkbox"/>
Quiz 2	Published - Inactive	0	<u>3</u>	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>

Select the **Published-All** option in the View drop-down to view the assessments that have been released to students in your site.

Go to the assessment submissions.

View

Published - All

Display

20

assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 3 <div>Actions</div>	Published - Active	0	2	Entire Site	2019-01-19 16:55:00	2019-03-02 00:00:00	ktinstructor	2019-02-10 16:58:00	<input type="checkbox"/>
Quiz 2 <div>Actions</div>	Published - Active	0	3	Entire Site	2019-01-19 16:55:00	2019-02-23 00:00:00	ktinstructor	2019-02-10 16:56:31	<input type="checkbox"/>
<div>Scores</div> <div>Preview</div> <div>Print</div> <div>Settings</div>	Published - Active	0	4	Entire Site	2019-01-19 16:55:00	2019-02-16 00:00:00	ktinstructor	2019-02-10 16:56:05	<input type="checkbox"/>

Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Click Submission Status.

Total Scores: Quiz 2

Submission Status

Total Scores

Questions

Statistics

Item Analysis

Export

Under the student's name, click Allow retake.

Max Score Possible: 6

View Entire
Site

Search

Viewing 1 - 4 of 4 items

Name	UserID	Role	Date
Johnson, Steven Allow retake?	student02	Student	02/10/2019
Martin, Erin	student03	Student	No Submission
Smith, Jeremy Allow retake?	student04	Student	02/10/2019
Thompson, Mary Allow retake?	student01	Student	02/10/2019

You'll be presented with the list of students. Underneath the name of the student who needs to retake the test or quiz, click **Allow retake?**

Notes:

- An assessment must be **Active** (i.e. the **due** or **late acceptance** date must be in the future), for a student to be able to access it. For instructions to edit assessment dates, see [What are the Availability and Submissions options for an assessment?](#)
- If the assessment allows multiple submissions, and the student has an incomplete submission with time available on it, the student can complete their available submission. The instructor will not have the option to **Allow retake** for that student.
- Allowing a retake gives the student a new, blank copy of the assessment to take.

Click Retake to confirm.

Retake Assessment

Are you sure you want to allow Steven Johnson to submit one more time?

You'll be asked if you're sure you want to allow the selected student to retake the quiz. Click **Retake** to confirm.

View Submission Status.

Max Score Possible: 6

View Entire Site

Search

Student name or ID

Find

Clear

Viewing 1 - 4 of 4 items

|<

<

Show all

>

>|

Student with new submission available

Name			Date
Johnson, Steven	student02	Student	02/10/2019
Martin, Erin	student03	Student	No Submission
Smith, Jeremy Allow retake?	student04	Student	02/10/2019
Thompson, Mary Allow retake?	student01	Student	02/10/2019

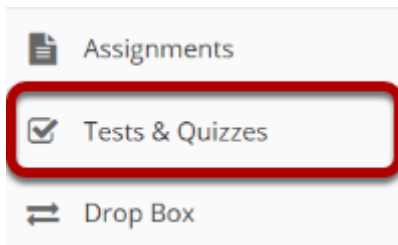
You'll be returned to the *Submission Status* page, where the student will no longer have the option **Allow retake?** underneath their name. The student can now retake the quiz.

How do students submit an assessment (i.e. test or quiz)?

Test-Taking Tips - In order to avoid potential problems during an assessment, it is recommended that you:

- *Use a supported web browser, such as the most recent version of Firefox, Google Chrome, or Internet Explorer.*
- *Make sure that you DO NOT have multiple windows or tabs open while testing.*
- *Make sure that you have a dependable internet connection; wired rather than wireless if possible.*
- *DO NOT use your browser back and forward buttons. Always navigate within Sakai.*
- *For timed tests, remember that once you begin the test, the timer will continue to count down. This is true if you lose internet connection, your browser crashes, or you simply exit and close your browser window.*
- *Make sure that you only click on the Begin Assessment button ONCE when starting a test.*
- *Make sure that you only click on the Submit for Grading button ONCE when submitting a test.*

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the title of the assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display

20

 assessments per page

Search:

Title	Time Limit	Due Date/Time ▾
Quiz 3	n/a	2019-03-02 12:00 AM
Quiz 2	n/a	2019-02-23 12:00 AM
Quiz 1	n/a	2019-02-09 12:00 AM (late)

Showing page 1 of 1

Previous

1

Next

Submitted Assessments

You have not yet submitted any assessments.

In the **Assessments** section, click on the title of the assessment that you want to take.

Note: Assessments which are past the due date but still available for late submissions will appear in the list with the Due Date/Time shown in red. Assessments which are not currently available do not show up in the Assessments list at all.

Or, your instructor may have linked to the assessment from other tools in the course, such as Lessons.

LESSONS





Reading:

Chapters 1 and 2 in textbook.

Activities:

 [Discussion 1](#)

 [Quiz 1](#)

 [Quiz 2](#)

Click on the link to the assessment to go to that item.

Begin assessment.

Begin Assessment

"Quiz 2" for Discussion 1 SMPL101

This assessment is **due Saturday, 2019-Feb-23 12:00 AM.**

Once you click "Begin Assessment," you will have **20 minutes** to complete this assessment. It will be **submitted when that time has expired**, regardless of whether you have answered all the questions.

You can submit this assessment 1 time(s).



Honor Pledge: I will neither give nor receive aid on this assessment.

Begin Assessment

An introductory screen will display which contains summary information about the assessment, its due date, the time allowed for the test, and the number of submissions allowed.

If your instructor has enabled it for your assessment, you must check the box next to the **Honor Pledge** before you can begin.

When you are ready to start your assessment, click **Begin Assessment**.

Note: Make sure that you are ready to begin your test before clicking Begin Assessment. If it is a timed test, you will need to submit your test within the time limit or else it will be automatically submitted when your test time expires.

Answer each question.

The screenshot shows a quiz interface with the following elements and callouts:

- Callout 1:** Points to the **Table of Contents** button in the top left.
- Callout 2:** Points to the **Time Remaining** bar at the top, which shows "00:08:39" and a **Hide Time Remaining** button.
- Callout 3:** Points to the question text: "Which of the following statements accurately describe a turbidity current?" and the multiple-choice options:
 - ☐ A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).
 - ☐ B. The cause of mid-ocean trenches.
 - ☐ C. A phenomenon associated with violent atmospheric storms at sea.
 - ☐ D. none of theseA **Reset Selection** link is also visible below the options.
- Callout 4:** Points to the **Question Progress** panel on the right, which shows a legend for "Unanswered Question" (open circle) and "Answered Question" (filled circle), and a list of question numbers (1-6) with radio buttons.
- Callout 5:** Points to the **Previous** button at the bottom left.
- Callout 6:** Points to the **Next** button at the bottom left.
- Callout 7:** Points to the **Save** button at the bottom left.

Other visible interface elements include "Part 1 of 1", "Question 1 of 6", and "1 Points".

1. If allowed in the quiz settings, you may click the **Table of Contents** button to jump to a different question in the assessment.
2. If the test is timed, the time remaining will display at the top of the assessment. You may click the **Hide/Show Time Remaining** button to show or hide the count-down clock.
3. The question will display below the count-down clock. Select your response or enter it into the fields provided.
4. If allowed in the quiz settings, the **Question Progress** panel will appear on the right side of the screen. This panel will display your progress of answered and unanswered questions as you go through the assessment. You may also navigate through the assessment by clicking on the question numbers in the panel. Expand or collapse the panel by clicking on the **Question Progress** tab.
5. If allowed in the quiz settings, you may use the **Previous** button to go back to an earlier question.
6. After you have answered the question, click **Next** to save your response and advance to the next question.
7. You may also click **Save** on any question to save your answer.

Save and Submit.

[Table of Contents](#)

Part 1 of 1 -

Question 6 of 61Points

The trailing edge of a moving continental crustal plate is most likely to exhibit features associated with:

☐ A. frequent earthquake activity.

☐ B. active continental margins.

☐ C. widespread volcanism.

☒ D. passive continental margins.

[Reset Selection](#)

PreviousNext

SaveSubmit for Grading

Question Progress

Question Progress


☐ Unanswered Question
☒ Answered Question

▼ Part 1: 6 question(s)

1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☐

When you have answered all of the questions in the assessment, click **Save** and then **Submit for Grading**.

Confirm submission.

 You are about to submit this assessment for grading.
Click **Submit for Grading** if you really want to submit for grading.
Otherwise, click **Previous** to return to the previous screen.

Course NameDiscussion 1 SMPL101

Creatorktinstructor

Assessment TitleQuiz 2

Submit for Grading

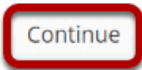
Previous

You will be prompted to confirm that you are ready to submit the test. Click **Submit for Grading** to submit your assessment.

Click Continue.

Submission Quiz 2	
Course Name	Discussion 1 SMPL101
Creator	ktinstructor
Assessment Title	Quiz 2
Number of submissions remaining	0 out of 1
Confirmation Number	29-6-a9533f45-f180-4ca7-829a-ff4018a36ed8-Sun Feb 10 20:25:14 EST 2019
Submitted	02/10/2019 08:25:14 PM

You will receive an email receipt for this submission. You can change your email notification settings via Home -> Preferences -> Notifications.



Once you submit, you will see a submission information page with a confirmation number for your submission.

Click **Continue** to return to the Tests & Quizzes page.

What information is in a Tests & Quizzes email notification?

Below are screen shots with examples of the email notifications you'll receive if you've selected to receive email for submissions from *Tests & Quizzes*. There are several types of notifications, corresponding to the different ways in which an assessment can be submitted:

1. **Manual submission:** A student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.
2. **Timer submission:** The timer expires on a timed assessment and automatically submits the assessment for the student.
3. **Automatic submission:** An instructor has configured an assessment to [Autosubmit saved student work after latest acceptance date, unless student has previously submitted](#). A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

Content of all notifications

The following assessment submission was recorded by Sakai:

```
Site Title      : Longsight Training
Assessment     : Module 01 Quiz

Student        : Demo Student 1 (demostudent01)
Submission ID   : 442729
Submitted Date  : 2017-Aug-15 04:46 PM
Confirmation Number : 442729-22974-7b1df167-440c-4e00-8257-4628837fd427-Tue Aug 15 16:46:08 EDT 2017

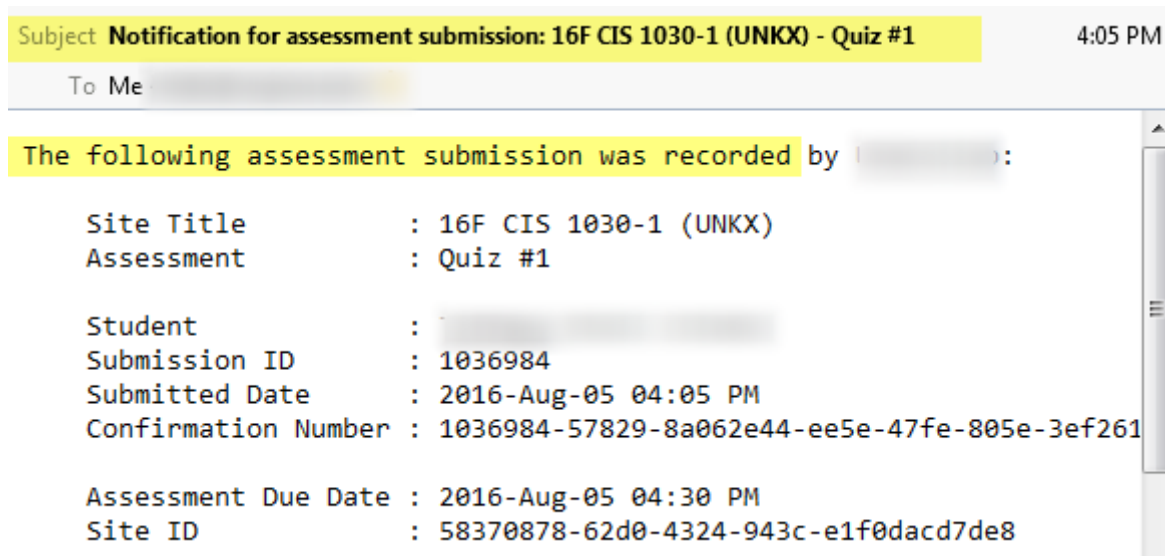
Assessment Due Date :
Site ID         : longsight-training
```

All *Tests & Quizzes* email notifications contain the following:

- The title of the site where the assessment was taken
- The title of the assessment
- The student's name and ID
- A submission ID for the assessment
- The date the assessment was submitted
- A confirmation number for the submission (this confirmation number also displays on the submission confirmation screen after a student submits an assessment)

- The assessment due date (if the instructor or site administrator selected one)
- The site ID (this is the site ID where the test was taken)

Manual submission

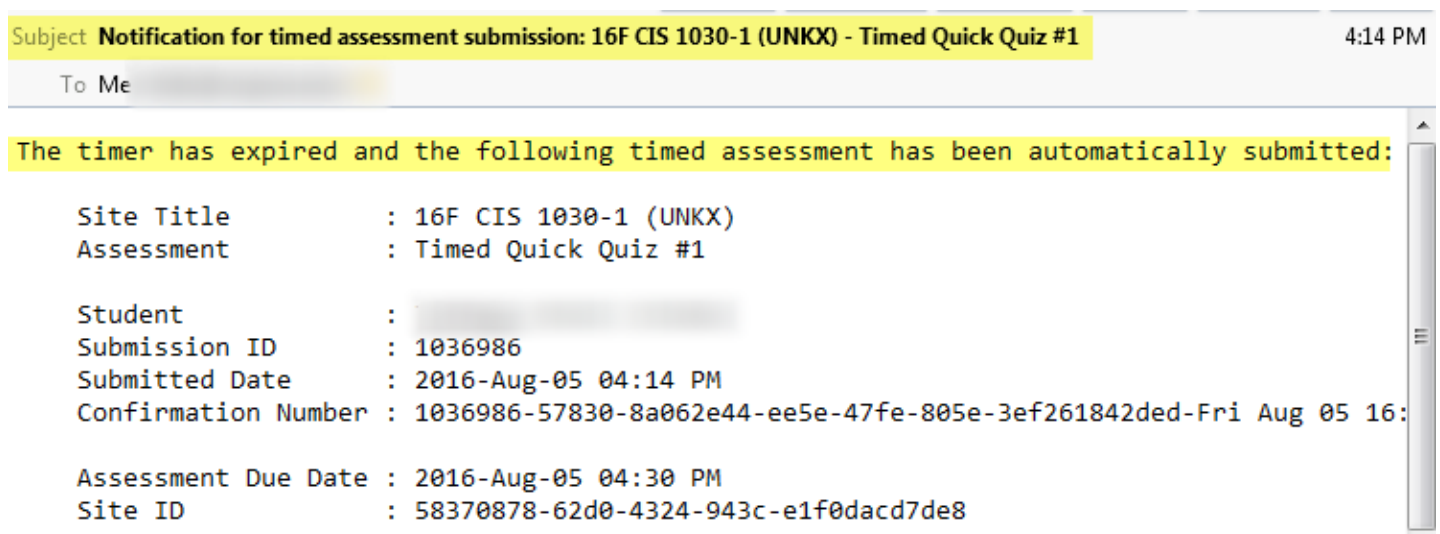


A **manual submission** occurs when a student clicks the **Submit for Grading** button on the *Assessment Submission Warning* screen to confirm submitting an assessment.

The subject of the email for a manually submitted assessment will say: *Notification for assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment submission was recorded.*

Timer submission

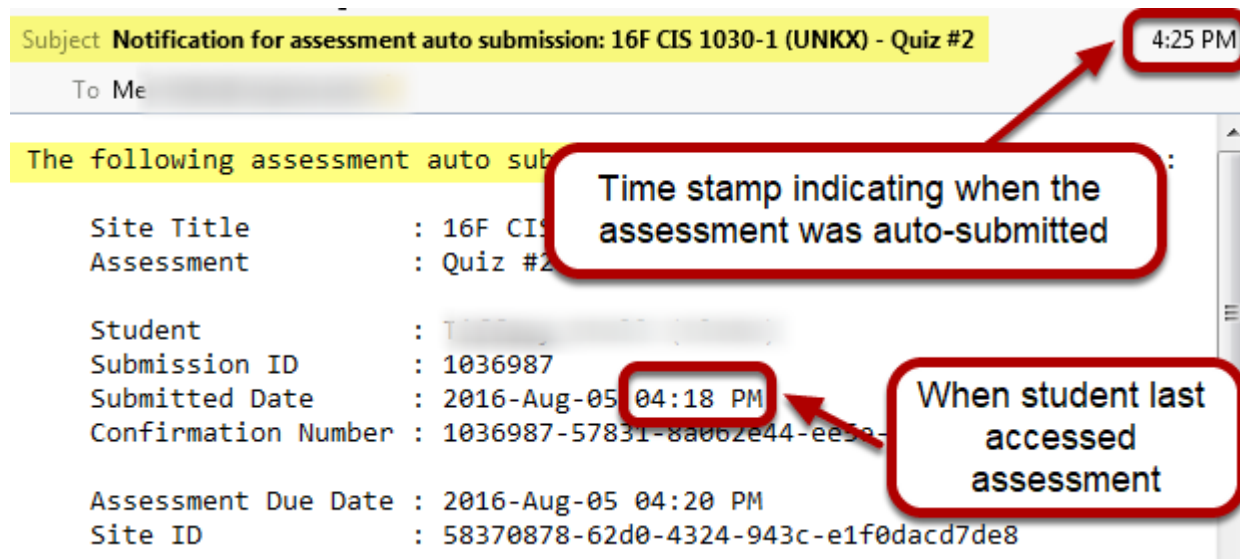


A **timer submission** occurs when a timer expires on a timed assessment and automatically submits the assessment for the student.

The subject of the email for a timed assessment submission will say: *Notification for timed assessment submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The timer has expired and the following timed assessment has been automatically submitted.*

Automatic submission



An **automatic submission** occurs when an instructor has configured an assessment to [Autosubmit saved student work after latest acceptance date, unless student has previously submitted](#). A student saves content in the assessment and exits it before the latest acceptance date, so the assessment remains *In Progress*. The saved assessment is automatically submitted at the latest acceptance date provided no other attempt has been submitted.

In the event of an automatic submission, the time stamp on the email is *when the actual submission occurred*, while the **Submitted Date** in the email is the *last time the student accessed the assessment*.

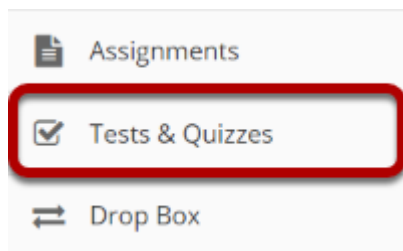
The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

How do students view assessment (i.e. test or quiz) feedback?

Note: The availability of feedback and the type of feedback displayed will vary depending on the quiz settings specified by your instructor.

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Click on the feedback link for the assessment.

Assessments

Take an Assessment

The assessments listed below are currently available for you to take. To begin, click on the assessment title.

Display assessments per page Search:

Title	Time Limit	Due Date/Time ▼
Quiz 3	15 min	2019-03-09 12:00 AM
Quiz 2	n/a	2019-03-02 12:00 AM
Quiz 1	n/a	2019-02-23 12:00 AM

Showing page 1 of 1

Previous Next

Submitted Assessments

You have completed the assessments listed below. Unless Feedback Available displays "n/a" (not applicable), feedback will be available at the time shown. If feedback is available for particular submissions, it will be seen under "View All Submissions/Scores".

View All Submissions/Scores View Only Recorded Scores						
Search: <input type="text"/>						
Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
Quiz 3	Statistics	6 (Highest)	Immediate			
			Feedback	6	7 min 2 sec	2019-02-17 4:34 PM

In the **Submitted Assessments** section, click on the **Feedback** link for the assessment that you want to view.

Note: Your assessment score, time spent, and date submitted will appear in the submitted assessment summary listing.

View your assessment feedback.

The feedback your instructor has chosen to release to students will be displayed.

Correct answers are marked with a green checkmark.

Question 1 of 7

1.0

1.0 Points

Which of the following statements accurately describe a turbidity current?



A. A fast surface current of water that runs parallel to beaches and that causes a rapid decrease in water clarity (turbidity).



B. The cause of mid-ocean trenches.



C. A phenomenon associated with violent atmospheric storms at sea.



D. none of these

Answer Key:D

Incorrect answers are marked with a red X.

Question 5 of 7	0.0	1.0 Points
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The great heaps of unconsolidated sediment at the base of the continental slope are known as:

- ☐ A. the continental rise.
- ☐ B. the abyssal hills.
- ☐ C. the abyssal plains.
- ☒ D. the mid-ocean mountains.

Answer Key:A

Question-level grader comments.

Question 2 of 7	1.0	1.0 Points
-----------------	-----	------------

The deep-ocean basin includes all of the following features EXCEPT:

- ☒ A. continental shelf.
- ☐ B. continental rise.
- ☐ C. abyssal plains.
- ☐ D. mid-ocean ridges.

Answer Key:A

Comment:Sample grader question-level comment.

Grader comments (if applicable) show up below the question and answer key.

How can an instructor retrieve assessments that were saved but not submitted?

When a student clicks the **Submit for Grading** button on the last page of an assessment or the *Table of Contents*, they are taken to an *Assessment Submission Warning* screen to confirm their submission. If they do not click the final **Submit for Grading** button to confirm, and the assessment is NOT timed, their responses may be saved, but the assessment will remain *In Progress*.

Instructors do not have access to the content of *In Progress* assessments. On the [Total Scores](#) screen, students with incomplete submissions would be listed as having *No Submission* recorded.

However, if a student has not yet submitted a copy of an untimed assessment, an instructor will receive their submission using the **Automatic Submission (Autosubmit)** feature in *Tests & Quizzes*.

How does automatic submission work?

On Duke Sakai, the **Autosubmit** setting is enabled for all assessments in all sites. For more information on how to enable automatic submission in an assessment's settings, see [Availability and Submissions options: Automatic submission](#), or the steps below.

Behind the scenes, there is an automated process that will check:

1. Did the instructor select the **Autosubmit** setting on this assessment?
2. Did the **latest acceptance date** for this assessment pass yet?
3. Did this student press the **Begin Assessment** button, save their work, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the [Total Scores](#) screen after an hour past the **latest acceptance date**.

Instructors can review all student submissions normally. Any assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with the text *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

Note: Timed assessments are automatically submitted when the timer expires, so you do not need to enable Autosubmit for a timed assessment.

Why are some assessments still listed In Progress?

Assessment List

View Published - Inactive ▼

Display 20 ▼ assessments per page

Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date ▼	Remove?
Quiz 2 Actions ▼	Published - Active	1	2	Entire Site	2019-01-19 16:00:00	2019-03-02 18:00:00	ktinstructor	2019-02-17 17:12:46	<input type="checkbox"/>

You might still see *In Progress* assessments after waiting until an hour after the **latest acceptance date** if:

1. The assessment allowed multiple submissions, or a student was [allowed to retake](#) the assessment. A student who already submitted the assessment started a new submission but did not complete it. The Automatic Submission process will only submit a student's assessment if they do not have any previous submissions already recorded for that exam. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the Automatic Submission feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to [trigger Autosubmit again on the completed assessment](#).

How do automatic submissions display?

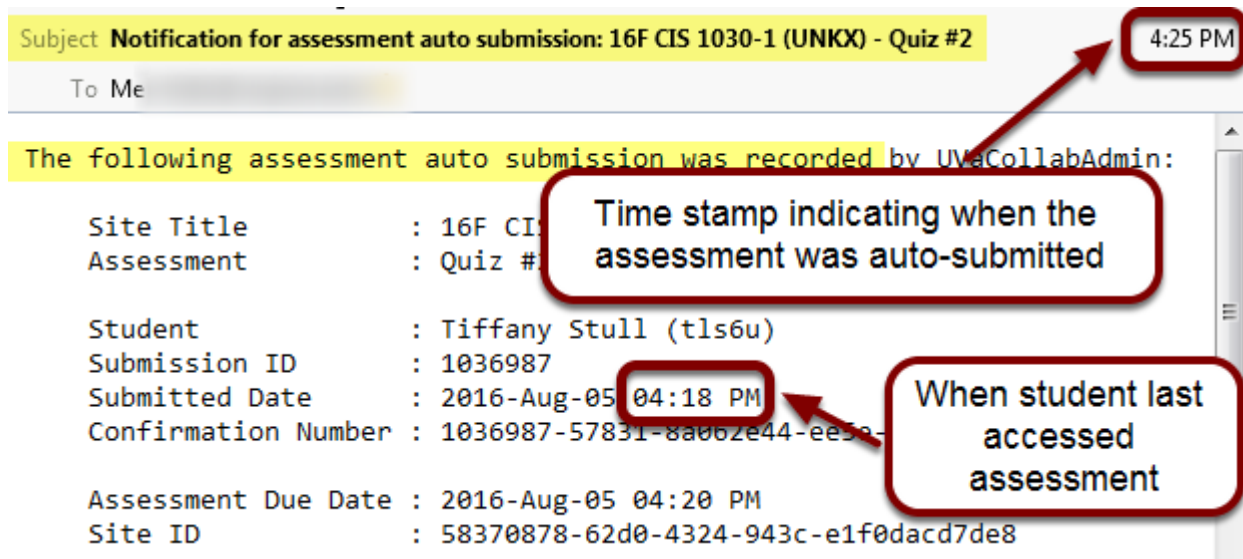
Delete	Name	UserID	Role	Submit Date	Score	Adjustment	Final Score	Comments for Student (What's This?)
X	Johnson, Steven	student02	Student	02/17/2019 05:13:52 PM	6	<input type="text" value="0.0"/>	6	<div></div> <div>Add Attachments</div>
X	Martin, Eric	student03	Student	02/17/2019 05:17:54 PM AUTO-SUBMIT	2	<input type="text" value="0.0"/>	2	<div></div> <div>Add Attachments</div>
X	Thompson, Mary	student01	Student	02/17/2019 05:13:15 PM	6	<input type="text" value="0.0"/>	6	<div></div> <div>Add Attachments</div>

Instructors access automatic submissions from the [Total Scores](#) screen just as they would any other assessment submission. However, automatic submissions display differently from manual or timer submissions as follows:

1. When an automatic submission occurs, the [email notification sent to students and/or instructors](#) will contain *Notification for assessment auto submission*. The *Submitted Date* in the email notification indicates when the student last saved content in the assessment. The time stamp on the email that was sent will indicate when the actual submission occurred.
2. On the [Total Scores](#) screen, automatic submissions are flagged with the text *AUTO-SUBMIT*. The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the Automatic Submission feature.
3. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*. The *Date Submitted* column will indicate when the actual submission occurred. The *Duration* column will indicate how much time elapsed between when the student began taking the assessment and when it was actually submitted; it does NOT indicate how much time the student actually spent taking the assessment.

Below are examples displaying automatic submissions.

Example of email notification for Automatic Submission



In the event of an automatic submission, the time stamp on the notification email sent to a student and/or instructor is *when the actual submission occurred*, while the *Submitted Date* in the email is the *last time the student accessed the assessment*.

The subject of the email for an automatic submission will say: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification will include the text: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?](#)




Examples of automatic submissions on the Total Scores screen

X	Martin, Erin student03	Stu	2	02/17/2019 05:17:54 PM	2	0.0	2		Add Attachments
			1	AUTO-SUBMIT					

- When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged with the text *AUTO-SUBMIT*.
- The time stamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Automatic Submission** feature.

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?](#)

Examples of automatic submissions in the Event Log

<u>Title</u>	<u>Assessment ID</u>	<u>Name</u>	<u>Entry Date</u> 	 <u>Date Submitted</u>	<u>Duration</u>	 <u>Errors</u>
Quiz 2	13	Martin, Erin (student03)	02/17/2019 05:15:16 PM	02/17/2019 05:21:58 PM	7 minutes	No Errors (Auto submit)
Quiz 2	13	Johnson, Steven (student02)	02/17/2019 05:13:36 PM	02/17/2019 05:13:53 PM	1 minute	No Errors (User submit)
Quiz 2	13	Thompson, Mary (student01)	02/17/2019 05:12:58 PM	02/17/2019 05:13:16 PM	1 minute	No Errors (User submit)

1. In the *Tests & Quizzes Event Log*, the *Errors* column will indicate *No Errors (Auto submit)*.
2. The *Date Submitted* column will indicate when the actual submission occurred.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?](#)

Grading

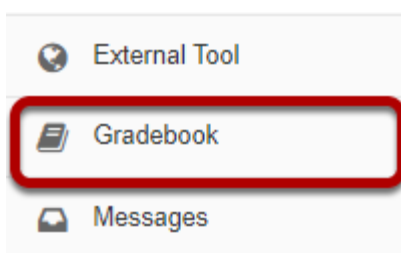
What is Gradebook?

The *Gradebook* allows instructors to:

- Enter grades and comments in an easy-to-use spreadsheet view.
- Auto-calculate course grades, with the ability to override any course grade.
- Define course letter grades and grading schema.
- Choose between point- or percentage-based grading.
- Add gradebook items for manually graded or offline activities.
- Collect and display scores from tools such as Tests & Quizzes, Assignments, and Forums.
- Restrict permissions so *Teaching Assistants* can only grade specific rosters or groups of students.
- Import grades from a spreadsheet (CSV) file.
- Export grades as a spreadsheet (CSV) file.
- Create extra credit items and/or categories.
- Organize grades into categories, and use categories to:
 - Assign a weight to the category,
 - Automatically drop grades in a specific category.
- Export a printer-friendly (PDF) version of individual student grades.

Students can view their own grades and comments in the *Gradebook*.

To access this tool, select Gradebook from the Tool Menu of your site.



Gradebook tool main page (Instructor View)

The screenshot shows the Gradebook tool main page in Instructor View. At the top, there are tabs for Grades, Import / Export, Permissions, and Settings. Below the tabs, there is a header area with several controls: a button to 'Add Gradebook Item' (1), a dropdown for 'All Sections/Groups' (2), a search box for 'Filter students' (3), and buttons for 'Showing 5 students', 'Showing 3 of 3 columns', 'View Columns' (4), 'Item Order' (5), 'Group By Category' (6), and 'Bulk Edit' (7). The main table displays student grades. The columns are: Students (8), Course Grade (9), Homework 1, Homework 2, and Homework (11). The Homework 1 and Homework 2 columns show scores and have a 'View Columns' button (4). The Homework column shows the total score and the number of items to drop (11). The table lists five students: Hart, Vanessa (100%), Mackenzie, Nathan (80%), North, Theresa (80%), Sutherland, Ella (100%), and Truman, Jennifer (70%). The 'Gradebook items' column (10) shows scores and has a 'Comments' icon. The 'Category average' (12) is shown in the final column.

Students	Course Grade	Homework 1	Homework 2	Homework
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	8	80%
North, Theresa (demostudent04)	B (80%)	8	7	80%
Sutherland, Ella (demostudent03)	A (100%)	9	10	100%
Truman, Jennifer (demostudent01)	C (70%)	6	7	70%

The instructor view of *Gradebook* (*Grades* screen) displays:

1. **Add Gradebook Item:** Add new items.
2. **All Sections/Groups:** Select to display students in a specific roster or group.
3. **Filter students:** Search for students by name or user ID.
4. **View Columns:** Show or hide gradebook columns.
5. **Item Order:** View and organize all gradebook items in one screen.
6. **Group By Category:** View by group if categories were added in the **Settings**.
7. **Bulk Edit:** Select several items to release to students or include in grade calculations at once.
8. **Students:** View the list of students ordered by first or last name.
9. **Course Grade:** View currently calculated course grade.
10. **Gradebook items:** Items including grades that have been entered, and **Comments** icons to display comments,
11. **Category Title:** If items are grouped by category, the category is shown as a separate column.
12. **Category average:** The average for items in a category.

Note: If a gradebook has categories, but items have not yet been assigned to a category, these items will display under the title Uncategorized.

Gradebook tool main page (Student View)

Grade Report for Theresa North

1 Print

2 Course Grade: B (80%) [8/10]

3 ☒ Group By Category [Expand All](#) [Collapse All](#)

4

Gradebook Item	Grade	Due Date	Comments
▼ Homework Drop Lowest: 1	80%		
Homework 1	8 / 10	-	
Homework 2	7 / 10	-	

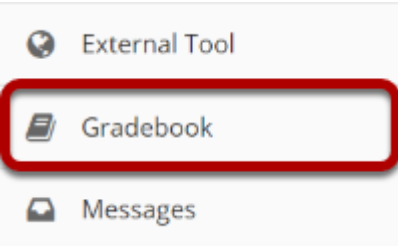
The student view of *Gradebook (Grade Report)* includes:

- 1. A **Print** button.
- 2. **Course Grade** if released to students.
- 3. **Display options**, only if categories exist:
 - **Group by Category.**
 - **Expand All:** Show items in all categories.
 - **Collapse All:** Hide items in all categories to only display category averages.
- 4. **Gradebook items**, with options to sort by **Grade**, **Due Date**, or instructor **Comments**.

How do I set up my Gradebook?

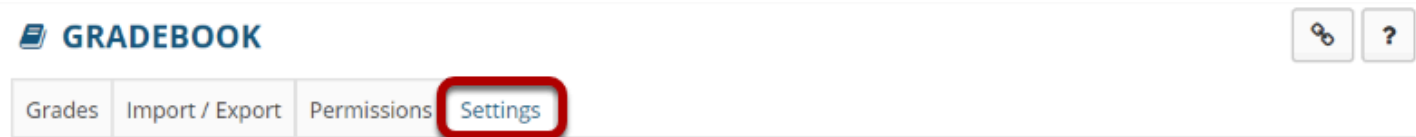
The Gradebook is the hub for all graded activities and points earned in your site. There are several settings you can set up for your site, such as Grade Entry in points/percentages, Grade Release Rules, Categories and Weighting, and Grading Schema.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click Settings.



Settings

[Expand All](#) [Collapse All](#)

[Grade Entry](#)

[Grade Release Rules](#)

[Categories & Weighting](#)

[Grading Schema](#)

Save Changes

Cancel

Grade Entry.

Grade Entry

How will graders enter grades into this gradebook?

☒ Points

☐ Percentages

You can select either a **Points** based gradebook or a **Percentages** based gradebook, depending on your preferred method for entering grades.

Grade Release Rules.

Grade Release Rules

1

☒ Display released Gradebook items to students

You can release a Gradebook item when creating or editing the Gradebook item.

2

☒ Display final course grade to students

3

☒ Letter Grade

☐ Percentage

☐ Points

Choose the options for formatting the course grade. You must choose at least one option.
Note that you cannot choose 'Points' if the gradebook is setup with 'Categories & weighting'.

Preview B+

1. Check the **Display released Gradebook items to students** box to allow students to view released items in the gradebook. (Individual items can be hidden or released when you create or edit items.)
2. Check the **Display final course grade to students** box to show students their final grade in the course as calculated in the gradebook.
3. If you have selected to release the final grade, choose your preferred format for the grade display: **Letter Grade**, **Percentage**, or **Points**.

Categories and Weighting.

Categories & Weighting

- ☒ No categories
- ☐ Categories only
- ☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

You can choose to have **No categories**, **Categories only**, or **Categories & Weighting** in your gradebook.

The **No categories** option is used when you want to have a simple grade calculation based strictly on the points or percentages of all your gradebook items, without any groupings, weighting, or dropping of items.

The **Categories only** option is used for grouping similar gradebook items, like all homework, or all projects. This option also allows you to drop grades within categories. If all items within a category have the same point value, you can choose to drop the highest grade, keep the highest grade, or drop the lowest grade within the category.

The **Categories and Weighting** option groups items and supports weighting of grades. For example, if all homework assignments added together comprise 20% of the final course grade, projects make up 50% of the course grade, and exams are worth 30% of the final grade, this option will allow you to group the items and weight them accordingly.

Note: If you use Categories, you must have at least one Gradebook Item in each category to enter grades. For example, if you have a Final Exam worth 30% of the final grade, you will need a Final Exam category AND a single Final Exam gradebook item within that category.

*Tip: If you would like to be able to drop grades, you should select either **Categories only** or **Categories & Weighting**.*

Adding categories.

Categories & Weighting

1

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest

☐ Drop lowest

☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

2	Category	Extra Credit	Gradebook Items	Remove
	Discussions	<input type="checkbox"/>	1 items(s)	<div>Remove</div>
	Assignments	<input type="checkbox"/>	2 items(s)	<div>Remove</div>

3

Add a category

1. Select the radio button for **Categories only**.
2. View the category titles.
3. If you need additional categories, click on the **Add a Category** link to enter additional category titles.

Adding weighting.

Categories & Weighting

1

☐ No categories

☐ Categories only

☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest

☐ Drop lowest

☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category 2	% 3	Extra Credit	Gradebook Items	Remove
☰	Discussions	20	<input type="checkbox"/>	1 items(s)	Remove
☰	Assignments	80	<input type="checkbox"/>	2 items(s)	Remove
Total:	100%				

Add a category

1. Select the radio button for **Categories & Weighting**.
2. View the different categories that you plan to weight in your grading scheme.
3. Enter the percentage weighting for each category.

Note: The percentage for all categories taken together must equal 100%.

Enabling drop lowest and/or keep highest.

Categories & Weighting

☐ No categories
☐ Categories only
☒ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest ☒ Drop lowest ☒ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	1 item(s)	0	2	0	Remove
	Assignments	80	<input type="checkbox"/>	2 item(s)	0	0	1	Remove
Total:	100%							

Add a category

If you selected either **Categories only** or **Categories & Weighting**, the enable drop/keep options will appear. All items within a category must have the same score value in order to use the drop/keep options for that category.

- Select the check box next to each of the desired drop/keep options.
 - Drop Highest:** Automatically drops the highest score/s among items in a category.
 - Drop Lowest:** Automatically drops the lowest score/s among items in a category.
 - Keep Highest:** Automatically keeps the highest score/s among items in a category.
- In the appropriate column, enter the number of items in each category that you wish to drop or keep.

Tip: Many faculty prefer to use Keep Highest as opposed to Drop Lowest, since it reflects a more accurate running total of student grades during the course of the term. Items that students have not yet completed are not dropped automatically, so one or more higher scores may be dropped until all items have been completed.

Extra credit category.

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.


	Category	%	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	1 item(s)	0	2	0	Remove
	Assignments	80	<input type="checkbox"/>	2 item(s)	0	0	1	Remove
	Bonus	0	<input checked="" type="checkbox"/>	0 item(s)	0	0	0	Remove
Total:	100%							

Add a category

If you would like to designate a category as extra credit, select the check box in the **Extra Credit** column next to the category. Extra credit items add to the student's total grade, but points do not detract from the overall grade if not completed. For more information on extra credit, see [How does extra credit work?](#)

Tip: Both entire categories and individual gradebook items may be designated as extra credit. However, you cannot have an extra credit item within an extra credit category.

Reordering categories.

	Category	%	Extra Credit	Gradebook Items	Drop Lowest	Keep Highest	Remove
	Discussions	20	<input type="checkbox"/>	1 item(s)	2	0	Remove
	Bonus	0	<input checked="" type="checkbox"/>	0 item(s)	0	0	Remove
Total:	100%						

Rubrics, Assessments, and Grading

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You may drag and drop to reorder categories. Click on the reorder icon to the left of the category and drag it to the new location.

Deleting categories.

	Category	%	Extra Credit	Gradebook Items	Drop Lowest	Keep Highest	Remove
☰	Discussions	20	<input type="checkbox"/>	1 items(s)	2	0	Remove
☰	Assignments	80	<input type="checkbox"/>	2 items(s)	0	1	Remove
☰	Bonus	0	<input checked="" type="checkbox"/>	0 items(s)	0	0	Remove
Total:	100%						

If you would like to delete a category, click the **Remove** button for that category.

Grading Schema.

Grading Schema

1

Grade Type

Letter Grades

Letter Grades

Letter Grades with +/-

Grade Points

Pass / Not Pass

2

B	80	Remove
C	70	Remove
D	60	Remove
F	0	Remove

There are no students with course grades.

Course Grade Distribution

A+	
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
D-	
F	

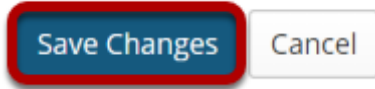
01

Number of Students

1. Choose your preferred Grade Type: **Letter Grades**, **Letter Grades with +/-**, **Grade Points**, or **Pass / Not Pass**.

2. The default grading schema values are displayed. If you would like to customize the score threshold for any of the grade levels, enter the desired value into the fields provided.
(Optional)

Save your changes.



Once you have finished with your gradebook setup, don't forget to click on the **Save Changes** button at the bottom to save your changes.

How are grades calculated in Gradebook?

Course grade calculations depend on your *Gradebook's* organization and grade entry setting, points (described here) or percentages:

- **No categories (default)** - Each gradebook item is assigned a simple point value. The course grade is determined by the student's total score divided by the total points possible.
- **Categories only** - Categories are used to group gradebook items, where items are assigned a simple point or percentage value. Similar to a gradebook with **No categories**, the course grade is determined by the student's total score divided by the total points possible. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.
- **Categories and weighting**- Items are grouped into categories, where each category is assigned a percentage of the course grade. The total score of all items in a category will comprise the category's percentage of the course grade. This structure provides the option to drop the lowest grade(s), keep the highest grade(s), or drop the highest grade(s) within a category.

No categories

Students	Course Grade	Homework 1	Homework 2
Filter students		Total: 10 Due: -	Total: 10 Due: -
	Course grade when all items are graded		
Student, Five (tls6u-stu5)	A- [72/80] (90%)	8	9
Student, Four (tls6u-stu4)	B+ [70/80] (87.5%)	9	7
Student, One (tls6u-stu1)	B [68/80] (85%)	10	Ungraded item
Student, Three (tls6u-stu3)	B [59/70] (84.29%)	8	

In a default gradebook with **No categories**, course grades are calculated for each student by dividing the sum of their scores received for all graded items by the total points possible for those items.

In the example pictured above, Student Five earned a total of 72 points out of 80 total points possible. His course grade is $72/80 = 0.90$ (90%).

*Note: **Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

*In the example pictured above, most students were graded out of **80** total points. However, Student Three has not received a grade for Homework 2 (10 points possible). Thus, her course grade is **59/70** = 0.8429 (84.29%).*

Categories only

With **Categories only**, course grades are calculated the same as in a gradebook with **No categories** (described above). However, if all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

See below example calculations when grades in a category are dropped or kept.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. Leaving a grade entry blank reduces the total points possible by the point value of the ungraded item for that student.*

Categories with Drop Lowest/Highest

Students	Course Grade	Assignments		Quizzes	
		Assignment 1 Total: 10	Assignment 2 Total: 10	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -
Student, Five (tts6u-stu5)	A [38/40] (95%)	10	8	9	19
Student, Four (tts6u-stu4)	D+ [27/40] (67.5%)	7	9	0	18
Student, One (tts6u-stu1)	B+ [35.5/40] (88.75%)	8	7	10	17.5
Student, Three (tts6u-stu3)	B [33.5/40] (83.75%)	9.5	10	7	16.5
Student, Two (tts6u-stu2)	B [33/40] (82.5%)	9	8	8	17

Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category drops the lowest grade, and includes two assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **40**

points possible because only one assignment and the two quiz grades are included in the course grade calculation.

In our example, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points)
- **Assignment 2** (8 points) (lowest grade - dropped)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Since the **Assignment 2** grade is dropped for Student Five, his course grade is **95%**:

- $10 + 9 + 19 = 38$ points earned
- $38/40 = 0.95$

Categories with Keep Highest

Students	Course Grade	Assignments				Quizzes		Quizzes
		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	
Student, Five (ts6u-stu5)	A- [46/50] (92%)	10	8		90%	9	19	93.33%
Student, Four (ts6u-stu4)	C- [35/50] (70%)		9	8	85%	0	18	60%
Student, One (ts6u-stu1)	B [42.5/50] (85%)	8	7	6.5	75%	10	17.5	91.67%

Pictured above is a gradebook with two categories: **Assignments** and **Quizzes**. The **Assignments** category keeps the two highest grades, and includes three assignments, each worth 10 points. The **Quizzes** category includes **Quiz 1** (10 points) and **Quiz 2** (20 points). There are **50 points** possible because only two assignments and the two quiz grades are included in the course grade calculation.

In our example below, we will use the **Keep Highest** option versus **Drop Lowest** to show how it affects **Student Five's** course grade.

Before all grades are entered for Student Five - Keep Highest 2 Assignments

Students	Course Grade	Assignments				Quizzes		Quizzes
		Assignment 1 Total: 10 Due: -	Assignment 2 Total: 10 Due: -	Assignment 3 Total: 10 Due: -	Assignments Keep Highest: 2	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	
Student, Five (ts6u-stu5)	A- [46/50] (92%)	10	8		90%	9	19	93.33%
Student, Four (ts6u-stu4)	C- [35/50] (70%)		9	8	85%	0	18	60%
Student, One (ts6u-stu1)	B [42.5/50] (85%)	8	7	6.5	75%	10	17.5	91.67%

Before the third assignment grade is entered, **Student Five** received the following grades:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

No grades are dropped yet because we have used the **Keep Highest** option, so Student Five's grade is **92%**:

- $10 + 8 + 9 + 19 = 46$ points earned
- $46/50 = 0.92$

In comparison, if **Drop Lowest** were used instead, Student Five's grade would have been calculated as only 36 points earned out of 40 points (**95%**), as shown in the example above where the lowest grade of two assignment is dropped.

After all grades are entered for Student Five - Keep Highest 2 Assignments

Students	Course Grade	Assignments			Assignments Keep Highest 2	Quizzes		Quizzes
		Assignment 1 Total: 10	Assignment 2 Total: 10	Assignment 3 Total: 10		Quiz 1 Total: 10 Due: -	Quiz 2 Total: 20 Due: -	
Student, Five (ts6u-stu5)	A- [46/50] (92%)	10	8	7	90%	9	19	93.33%
Student, Four (ts6u-stu4)	C- [35/50] (70%)	7	9	8	85%	0	18	60%
Student, One (ts6u-stu1)	B [42.5/50] (85%)	8	7	6.5	75%	10	17.5	91.67%

Now we enter the third assignment grade. The highest two assignment grades are kept, so the lowest assignment grade (**Assignment 3**) is dropped:

Assignments:

- **Assignment 1** (10 points) (1st highest grade - kept)
- **Assignment 2** (8 points) (2nd highest grade - kept)
- **Assignment 3** (7 points) (lowest grade - dropped)

Quizzes:

- **Quiz 1** (9 points)
- **Quiz 2** (19 points)

Student Five's grade is still **92%**:

- $10 + 8 + 9 + 19 = 46$ points earned
- $46/50 = 0.92$

Keeping the highest grades instead of dropping the lowest grades ensures that Student Five's grade is calculated out of the same number of total points (**50 points**) both before and after entering the third assignment grade.

If the **Drop Lowest** option had been used instead, the calculated course grade for Student Five would have been calculated out of **40 points** before entering the third assignment grade. The course grade would have decreased significantly after the third assignment grade was entered, going from an **A (95%)** down to an **A- (92%)**.

Categories & Weighting

Use **Categories & weighting** to group gradebook items into categories, and weight each category as a percentage of the total course grade. The sum total of all category percentages must equal **100%** (or more, if there is an **Extra Credit** category).

For example, if **Exams** are worth **20%** of the course grade, the **Exams** category (**20%**) could include a **Midterm Exam** (50 points) and **Final Exam** (100 points).

Each student's **course grade** is the sum of the categories' **weighted averages**. See below for additional information about dropping and keeping grades, and example calculations.

Note: You must assign each item to a category for the item to be included in students' course grades.

Grades can only be entered in gradebook items; you cannot enter grades into a category with no items.

***Ungraded** items are **not included** in a student's course grade. If any grade entry is left blank, the total points possible within the category are reduced by the point value(s) of the ungraded item(s) for that student.*

Dropping and keeping grades

If all items in a category have the same total point value, you can automatically drop the lowest or highest grades or keep the highest grades within that category. Dropped grades are omitted from the course grade calculation, and the total points possible in the category are reduced by the point value(s) of the omitted item(s).

By using the **Keep Highest** option instead of **Drop Lowest** to drop the lowest grade(s), no grades will be dropped in the category until the number of items kept is exceeded.

Categories & Weighting - Example Calculations

Below is an example of how a *Gradebook* with three weighted categories, **Exams** (20%), **Assignments** (40%), and **Quizzes** (40%), would calculate a student's grade.

Category		Exams [20%]		Assignments [40%]	
Students	Course Grade	Midterm Exam Total: 50 Due: -	Final Exam Total: 100 Due: -	Exams	Assignment 1 Total: 10 Due: 12/17/2018
Student, One (tis6u-stu1)	B- (82%)	40	95	90%	8.5
Student, Three (tis6u-stu3)	A (95.93%)	48	85	88.67%	9.5
Student, Two (tis6u-stu2)	B- (80%)	42	78	80%	8

The Gradebook calculates the weighted average in each category by:

1. Totaling the **student's scores** for all graded items in the category.

In the example pictured above, in **Exams**, Student One earned: **Final Exam** (95 points) + **Midterm Exam** (40 points) = **135 points**.

2. Totaling the **point values** for all graded items in the category.

Final Exam (95 points) + **Midterm Exam** (40 points) = **150 total points**.

3. Dividing the **student's score** by the **total points**, then **multiplying that number by 100**, to determine the **category average**:

Student One's **category average** in **Exams** is **90%**:

- $135/150 = 0.90$
- $0.90 \times 100 = \mathbf{90\%}$

4. Applying the **weight** to the **category average**.

Because the **Exams** category is worth **20%** of the course grade, Student One's **weighted average** is **18**:

- To get 20% of a number, multiply the number by 0.2.
- $90 \times 0.2 = \mathbf{18}$

*Tip: The **category average** is shown in a column to the right of the gradebook items in that category.*

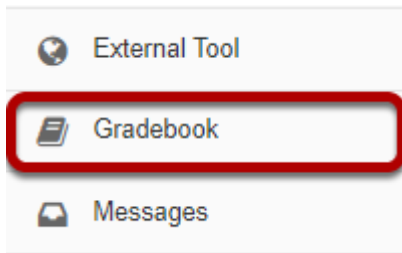
The Gradebook totals the weighted averages to produce the course grade.

If Student One received a **category average** of **75%** for **Assignments** and **85%** for **Quizzes**, his **course grade** is **82%**, calculated as follows:

- **Exams** (20%) weighted average (shown above) = **18**
- **Assignments** (40%) weighted average = $0.4 \times 75 = \mathbf{30}$
- **Quizzes** (40%) weighted average = $0.4 \times 85 = \mathbf{34}$
- **Course Grade** = $18 + 30 + 34 = \mathbf{82}$

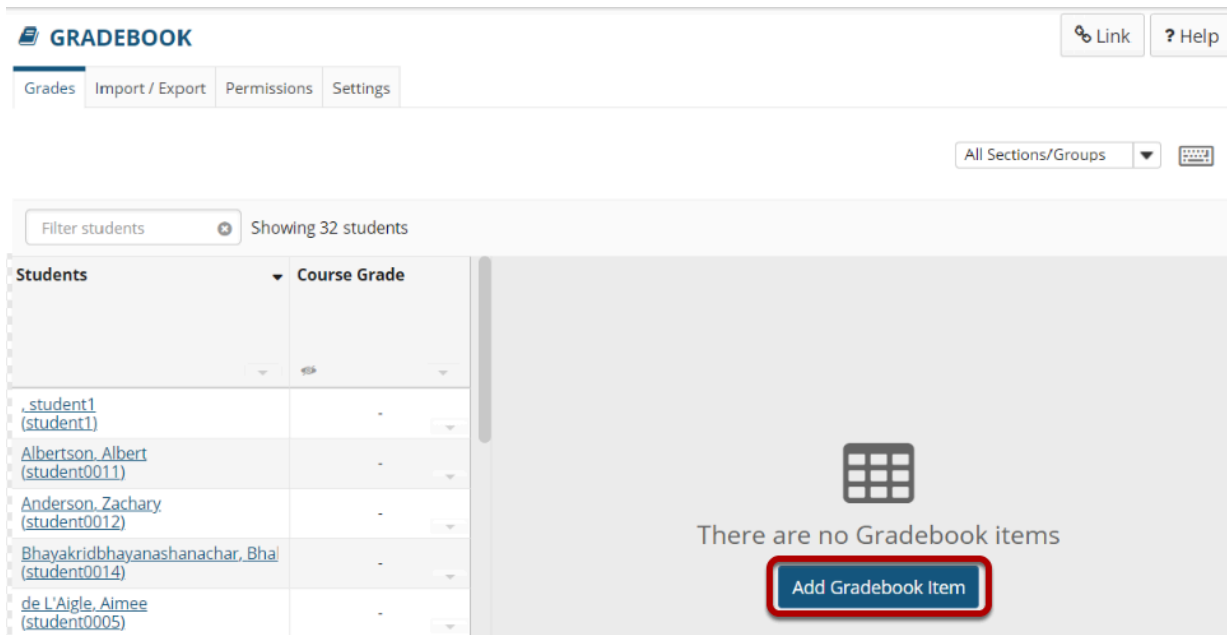
How do I add items to the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Click the Add Gradebook Item button.



Note: Assignments, Tests & Quizzes, and Student Content in Lessons can be sent to the gradebook from within the respective tools when the item is posted or published. There is no need to add those items manually in the gradebook.

Instructors typically add items to the gradebook manually for things such as:

- Posting grades for items completed outside of Sakai
- Discussion Forum grades
- Participation

Click the **Add Gradebook Items** button to manually add items to your gradebook.

Item settings.

Add Gradebook Item

1 *Title

2 *Point value

☐ Extra credit

3 **Grading Rubric**

☐ Do not use a rubric to grade this assignment

☒ Use the following rubric to grade this assignment

☐ Hide Rubric from student

☐ Adjust individual student scores

4 Due date

5 Category

Items not assigned to a category will not count toward the course grade.

6 ☒ Release item to students?

7 ☒ Include item in course grade calculations?

8

1. Give your item a **Title** in the text box provided. A Title is required.
2. Enter the **Point Value** for the item (also required).
 - Optionally, if you would like this to be an extra credit item, you may select the check box for **Extra Credit** just below the point value. For more information on extra credit, see [How does extra credit work?](#)
3. If you will be using a rubric to grade for this item, click the radio button for **Grading Rubric** and select a rubric from the dropdown menu.
4. Enter a **Due Date** for the item if you choose. Due dates are optional. You may also use the calendar icon to pull up the date-picker and select a date from there.
5. If you have categories in your gradebook, select the appropriate category for this item from the **Category** drop-down menu.
6. Check the box for **Release item to Students** if you would like students to be able to view their grades for this item. Leaving the box unchecked hides the item from students.
7. Check the box for **Include item in course grade calculations** if you would like the item to be added into the course grade. Leaving the box unchecked omits it from the course grade calculation.
8. Once you have entered all of the information for this item, click the **Create** button to save your changes.

View gradebook items.

Students	Course Grade	Discussion 1 Cat: Discussions [20%] Total: 10 Due: 02/16/2018	Discussions Weighted Average [20%]	Assignment 1 Cat: Assignments [80%] Total: 100 Due: 02/20/2018	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
Johnson, Steven (student02)	B- (81.4%)	95	95%	78		78%
Martin, Erin (student03)	A (96%)	92	92%	97		97%
Smith, Jeremy (student04)	B+ (89%)	89	89%	89		89%
Thompson, Mary (student01)	A- (92.6%)	83	83%	95		95%

After you have added items to your gradebook, you will be able to view a list of all gradebook items on the **Grades** tab (which is also the tool landing page).

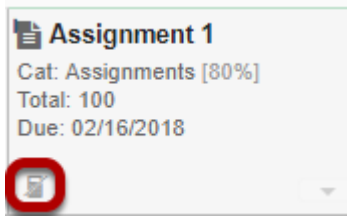
If you have categories and your gradebook and the **Group by Category** option is enabled, each category will be color-coded and you will also see the category averages displayed at the far right of each category.

Items coming from other tools.

Assignment 1 Cat: Assignments [80%] Total: 100 Due: 02/20/2018	Midterm Cat: Assignments [80%] Total: 100 Due: -	Assignments Weighted Average [80%]
78		78%
97		97%
89		89%
95		95%

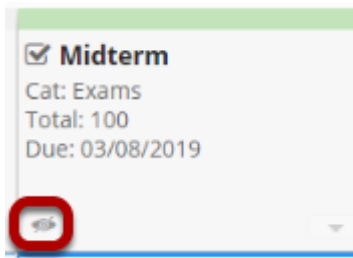
Notice that any items which are coming from **Assignments** or **Tests & Quizzes** will show a grayed out padlock icon in each cell and will also display the tool icon in the column label. Graders will not be able to enter or revise grades manually in these cells.

Items not included in grade calculation.



Any items not included in the grade calculation will display a crossed-out calculator icon.

Items not released to students.



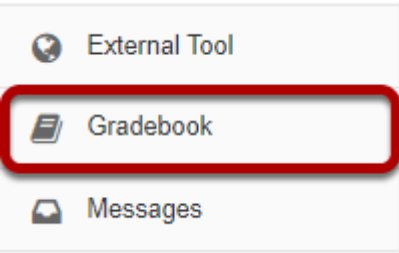
Any items which are not released (visible) to students will display a crossed-out eye icon.

How do I enter and/or edit grades in Gradebook?

Gradebook allows instructors to calculate and store grade information for items that are completed either online or offline. Manually added items may be entered and edited directly within the Gradebook interface.

Note: Grades that are being sent to the Gradebook from other tools, such as Assignments or Tests & Quizzes, are managed within their respective tools. You do not need to enter or edit them via the Gradebook.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu in your site.

Search or filter your list of students. (Optional)

GradesImport / ExportPermissionsSettings

Add Gradebook Item

All changes saved.

1

All Sections/Groups

2

Filter students

Showing 3 students

Showing 4 of 4 columns

View Columns

Item Order

☒ Group By Category

Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018	Quiz Cat: Assignments Total: 25 Due: -	Assignments
Johnson, Steven (student02)	B- (82.29%)	40	80	24	82.29%
Martin, Erin (student03)	B- (80%)	45	70	25	80%
Thompson, Mary (student01)	C- (71.43%)	35	90	0	71.43%

Gradebook displays a list of all the students enrolled and active in your site. You may also filter the gradebook to view students by:

1. **Sections/Groups** - Select the desired section or group from the drop-down menu.
2. **Filter students** - Type all or part of a student's name to filter the results.

Click in the appropriate cell to enter a grade.

Filter students	Showing 3 students	Showing 6 of 6 columns	View Columns	Item Order	Group By Category
Students	Course Grade	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018	Quiz Cat: Assignments Total: 25 Due: -	Discussion Cat: Discussions Total: 100 Due: -
Johnson, Steven (student02)	B- (82.29%)	40	80	24	/100
Martin, Erin (student03)	B- (80%)	45	70	25	
Thompson, Mary (student01)	C- (71.43%)	35	90	0	

You will see a spreadsheet view of all the existing gradebook items in your course.

Click within the appropriate cell to enter a grade. The cell contents will change to show a score entry field out of the total number of points for that item. You may click out of the cell, select the **Enter** key, or use the up or down arrows to navigate to different cells. Gradebook supports spreadsheet-style data entry, similar to Excel or Google Sheets.

Note: Items with the tool icon in the column header and grayed-out padlock icons in the cells (highlighted in yellow in the image above) are being sent to the Gradebook from other tools. You cannot edit those grades from the Gradebook, although you can view them from here.

Saved grades.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments Cat: Assignments Total: 100 Due: -	Discussion Cat: Discussions Total: 100 Due: -	Discussions Cat: Discussions Total: 100 Due: -
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

You will see a green check mark and highlighted cells displaying your changes to indicate when a grade has been saved.

Set score for empty cells.

Filter students ⓘ Showing 3 students Showing 6 of 6 columns View Columns Item Order Group By Category

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%		90%
Martin, Erin (student03)	B (84.36%)	25	80%		92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%		76%

Set Score for Empty Cells

If you would like to set a score for all empty cells for a specific gradebook item, select the down arrow within the column header row and then choose the **Set Score for Empty Cells** option.

Enter the desired score and click Done.

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section All Sections/Groups ▼

* Grade Override 0.0 /100

Done Cancel

View grade log.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%

To view the grade log, select the down arrow within the cell for a particular student score and then choose the **Grade Log** option.

The grade log will display.

Grade Log for Steven Johnson (student02)

02/14/2018 10:04 - Score set to **90** by ktinstructor

Done

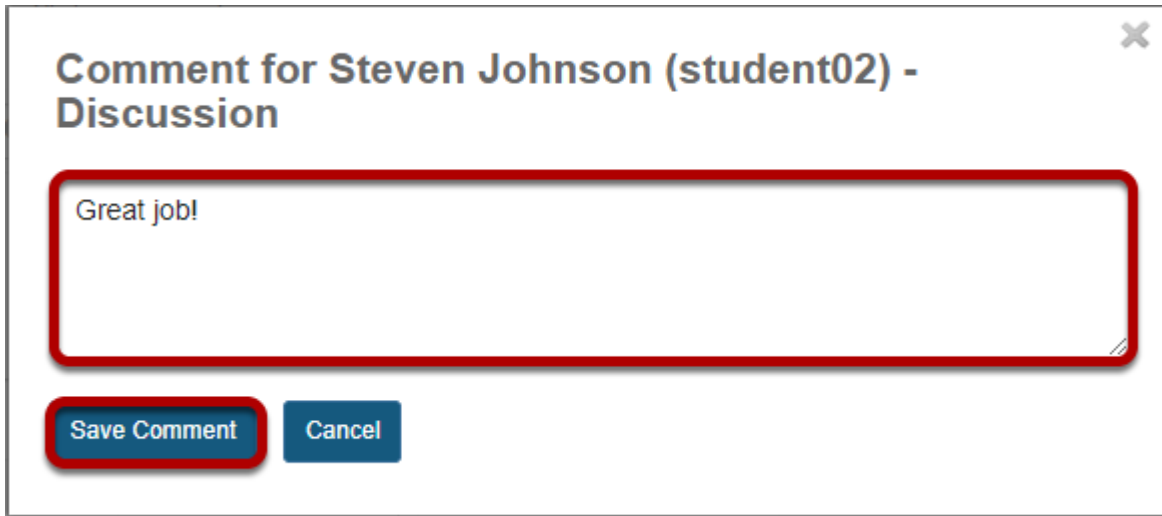
The grade log shows any changes to student score, including the date and time of the change, as well as the change in score and the username of the user that made the change.

Add/edit comments.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)	B (84.36%)	25	80%	Grade Log	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	Add/Edit Comment	76%

If you would like to enter comments along with the score, select the down arrow within the cell for a particular student score and then choose the **Add/Edit Comment** option.

Enter your comment and click Save Comment.

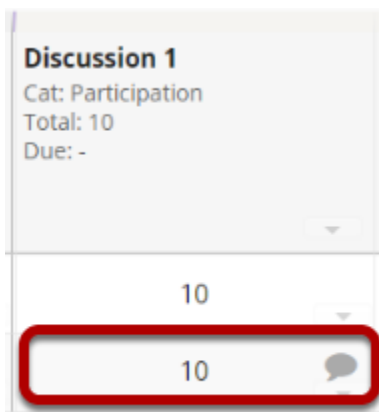


Comment for Steven Johnson (student02) - Discussion

Great job!

Save Comment Cancel

View comment icon.



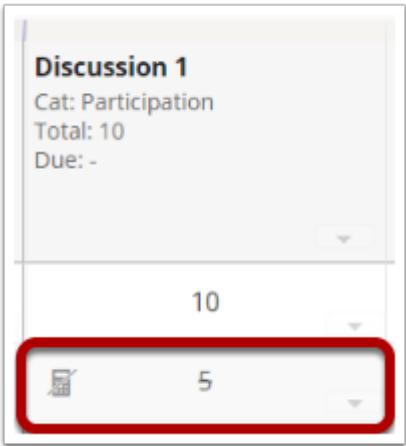
Discussion 1	Cat: Participation	Total: 10	Due: -
		10	
		10	

The comment icon will display within the cell, indicating that there is an instructor comment associated with the score. Click on the comment icon to view the comment.


Excuse grade.

Students	Course Grade	Discussion 1 Cat: Participation Total: 10 Due: -
student1 (student1)	A+ (100%)	10
Albertson, Albert (student0011)	F (50%)	5
Anderson, Zachary (student0012)	A+ (100%)	
Bhayakridbhayanashanachar, Bha (student0014)	A+ (100%)	
de l'Aisle Aimee		

If you would like to excuse a student's grade for a specific item, select the down arrow for the student's grade cell and choose **Excuse/Include Grade**.



The crossed-out calculator icon will appear in the cell, and the score will have a strike-through, indicating that the score is not being calculated in the student's course grade. Item can be added back in the grade calculation by again selecting **Excuse/Include Grade** from the cell's dropdown menu.

Discussion 1 Cat: Participation Total: 10 Due: -	
	▼
10	▼
 5	▼

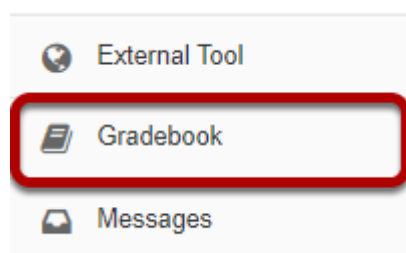
How can instructors customize their Gradebook display?

Gradebook offers the following options for instructor to customize how it displays for them:

- Filtering the list of students,
- Ordering the list of students by first or last name,
- Show/hide course grade points,
- Grouping or ungrouping items by category (in a gradebook with categories),
- Show/hide gradebook items,
- Reordering items.
- Sorting by a gradebook column.

Note: These display changes do not affect the student view of Gradebook. For information about the student view, see: [How do students view their grades in the Gradebook?](#)

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Filtering the list of students.

The Gradebook allows you to filter the student list by section/group or by searching for all or part of a student's name.

Filter by section/group.

Add Gradebook Item

All changes saved.

Filter students

Showing 3 students

Showing 6 of 6 columns

View Columns

Item

Category

Students	Course Grade	Discussion Cat: Discussions Total: 100 Due: -	Discussions	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	
Johnson, Steven (student02)	B (85.09%)	90	90%	40	80
Martin, Erin (student03)	B (84.36%)	92	92%	45	70
Thompson, Mary (student01)	C (73.09%)	76	76%	35	90

All Sections/Groups

All Sections/Groups

Group A

Group B

Group C

Select the desired section or group from the drop-down menu at the top to view only that section/group.

Filter by search criteria.

ma

Showing 2 students

Showing 6 of 6 columns

View Columns

Item Order

Group By Category

Students	Course Grade	Discussion Cat: Discussions Total: 100 Due: -	Discussions	Assignment Cat: Assignments Total: 50 Due: 02/21/2018	Homework Cat: Assignments Total: 100 Due: 02/21/2018
Martin, Erin (student03)	B (84.36%)	92	92%	45	70
Thompson, Mary (student01)	C (73.09%)	76	76%	35	90

Enter part or all of a student's name to display only matching results in the list. The dynamic, wildcard-friendly search will update as you type.

Notice the fixed student information and course grade columns.

Students	Course Grade	Projects Weighted Average [26%]	Midterm Cat: Midterm [20%] Total: 100 Due: -	Midterm Weighted Average [20%]	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)	91%	62	62%	76
Jeremy Smith (student04)	B (83.61%)	95.5%	84	84%	89
Mary Thompson (student01)	A (95.57%)	94.5%	97	97%	96
Steven Johnson (student02)	A- (91.41%)	91.5%	92	92%	91



When you scroll sideways to view additional columns on the right, the left-most columns containing student information and course grades remains frozen.

Order students by First Name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Johns (student03)	A- (91.41%)	89	94	91	91.33%
Martin, Erin (student03)	B- (80.7%)	86	95	92	91%
Smith, Jeremy (student04)	B (83.61%)	74	34	83	63.67%
Thompson, Mary (student01)	A (95.57%)	93	94	98	95%

The default display for student names is Last Name. First Name. However, if you prefer to view students listed as First Name Last Name, click the down arrow in the Students column and select **Order By First Name**.

Order students by Last Name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin M. (student01)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

If students are currently display in First Name Last Name order, you may revert to the Last Name, First Name order by clicking the down arrow in the Students column and selecting **Order By Last Name**.

Show/hide course grade points.

Students	Course Grade	Homework 1 Total: 100 Due: -	Homework 2 Total: 100 Due: -	Homework 3 Total: 100 Due: -	Homework 4 Total: 100 Due: -
Johnson, Steven (student02)	B- (80.7%)	74	86	83	90
Martin, Erin (student03)	A- (91.41%)	89	94	99	91
Smith, Jeremy (student04)	A (96.25%)	94	97	98	96
Thompson, Mary (student01)	B+ (88.5%)	89	94	78	82

If you would like to display course points, select the down arrow in the Course Grade column and choose **Show Points**.

Note: This option is not available if Categories and Weighting is selected.

Points will display.

Students	Course Grade
Johnson, Steven (student02)	B (83.25%) [333/400]
Martin, Erin (student03)	A- (93.25%) [373/400]
Smith, Jeremy (student04)	A (96.25%) [385/400]
Thompson, Mary (student01)	B+ (88.5%) [885/1,000]

*Tip: If points are already displayed and you would like to hide them, select the down arrow in the Course Grade column and choose **Hide Points**.*

Group/UnGroup by Category.

Filter students	Showing 4 students	Showing 11 of 11 columns	View Columns	Item Order	<input checked="" type="checkbox"/> Group By Category
Students	Course Grade	Midterm Cat: Midterm [20%] Total: 100 Due: -	Midterm Weighted Average [20%]	Final Cat: Final [30%] Total: 100 Due: -	Final Weighted Average [30%]
Erin Martin (student03)	B- (80.7%)	62	62%	76	76%
Jeremy Smith (student04)	B (83.61%)	84	84%	89	89%
Mary Thompson (student01)	A (95.57%)	97	97%	96	96%
Steven Johnson (student02)	A- (91.41%)	92	92%	91	91%

Filter students	Showing 4 students	Showing 11 of 11 columns	View Columns	Item Order	<input type="checkbox"/> Group By Category
Students	Course Grade	Project 1 Cat: Projects [26%] Total: 100 Due: -	Project 2 Cat: Projects [26%] Total: 100 Due: -	Midterm Cat: Midterm [20%] Total: 100 Due: -	Final Cat: Final [30%] Total: 100 Due: -
Erin Martin (student03)	B- (80.7%)	87	95	62	76
Jeremy Smith (student04)	B (83.61%)	99	92	84	89
Mary Thompson (student01)	A (95.57%)	94	95	97	96
Steven Johnson (student02)	A- (91.41%)	89	94	92	91

If you have categories in your Gradebook, you may select/deselect the box next to **Group by Category** to display or hide the category groupings in your view of the Gradebook.

Show/Hide Items.

Filter students Showing 4 students Showing 10 of 11 columns View Columns Item Order Show All Hide All

Students	Course Grade	Homework 2	Homework 3	Homework 1	Project 1	Midterm
Erin Martin (student03)	B- (80.7%)	95	92		87	
Jeremy Smith (student04)	B (83.61%)	34	83		99	
Mary Thompson (student01)	A (95.57%)	94	98		94	
Steven Johnson (student02)	A- (91.41%)	94	91		89	

1. Click **View Columns** to select which items you want displayed in your current view of the Gradebook.
2. Click on the colored square next to each item to toggle on/off the display of that item. This may be done for an individual item or for an entire category at a time. Shaded items are visible. Unshaded items are hidden. Categories that are half shaded and half unshaded indicate that only some of the items within that category are hidden.
3. If you want to hide everything except the one item you are currently grading, click on the down arrow next to the item and select **Show only this item**.
4. To **Show All** or **Hide All** items, click on the appropriate link at the top of the menu.
5. Hidden items are indicated by two arrows in place of the item. Click on the arrows to show the item.

Note: Show/Hide Items DOES NOT control which items are or are not released to students. It only controls the columns displayed in the instructor view of the tool.

Drag and Drop to reorder columns.

Students	Course Grade	Homework 1	Homework 2	Homework 3	Homework Weighted Average
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

You may drag and drop to reorder columns.

Note: When viewing items grouped by category, you can only reorder columns within a category. To reorder categories, you need to go to Gradebook > Settings > Categories and Weighting.

Sorting by a gradebook column.

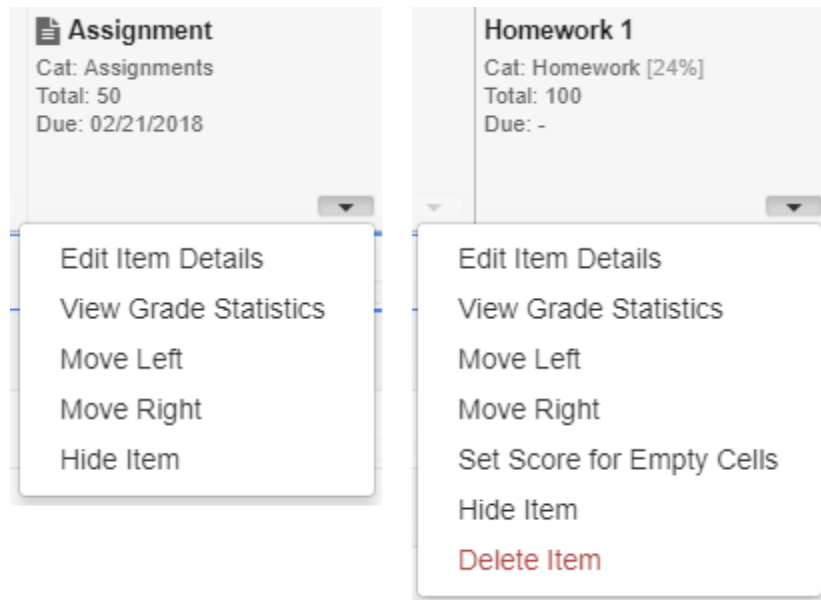
Students	Course Grade	Homework 1
		Cat: Homework [24%] Total: 100 Due: -
Mary Thompson (student01)	A (95.57%)	93
Steven Johnson (student02)	A- (91.41%)	89
Erin Martin (student03)	B- (80.7%)	86
Jeremy Smith (student04)	B (83.61%)	74

To sort the list by grade for specific grade item, click on the title of the item. Click again on the same item title to reverse the sort order.

Note: When you are sorting by an item, a directional arrow will display. The direction of the arrow indicates if you are sorting ascending or descending.

What actions can instructors perform on individual gradebook items?

Gradebook item actions.



The drop-down menu in each gradebook item column allows you to perform several actions. These actions vary somewhat, depending on the origin of the item. Items created within the Gradebook itself allow more options than items being sent to the Gradebook from other tools.

All gradebook items allow you to:

- Edit Item Details
- View Grade Statistics
- Move Left
- Move Right
- Hide Item

Gradebook-created items also allow you to:

- Set Score for Empty Cells
- Delete Item

Edit Item Details

Add Gradebook Item

* Title

Chapter Presentation

* Point value

100

☐ Extra credit

Grading Rubric

☐ Do not use a rubric to grade this assignment

☒ Use the following rubric to grade this assignment

Essay Rubric

Preview Rubric

☐ Hide Rubric from student

☐ Adjust individual student scores

Due date

02/16/2019

Category

Assignments

Items not assigned to a category will not count toward the course grade.

☒ Release item to students?

☒ Include item in course grade calculations?

Create

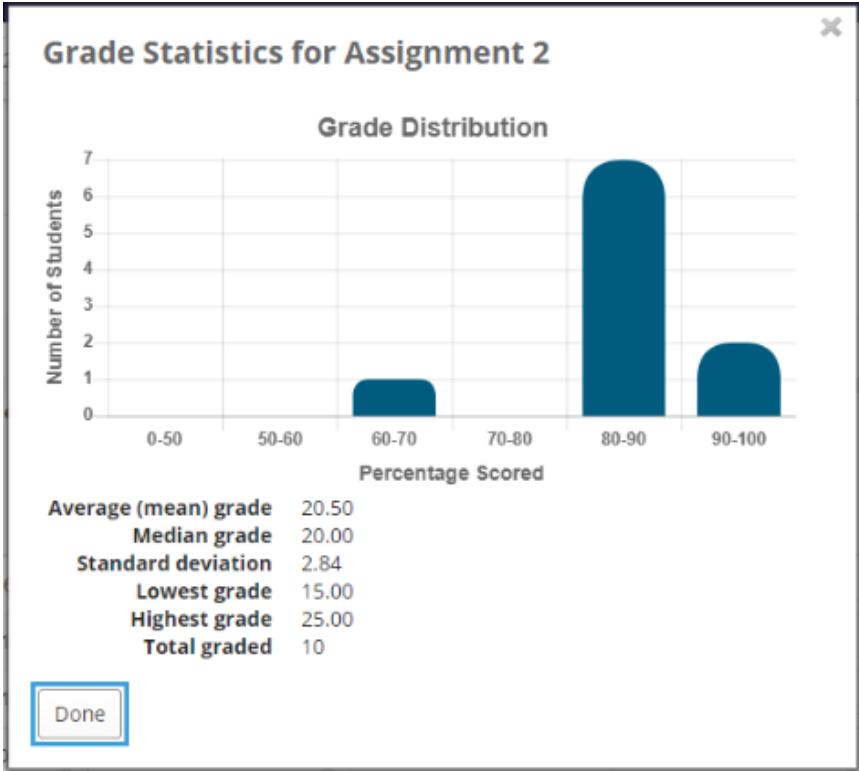
+

Cancel

The **Edit Item Details** option allows you to make changes to extra credit, grading rubric, category, release, and grade calculation settings.

For Gradebook-created items, you may also modify the title, point value, and due date. For items coming from other tools, those details must be modified within the origin tool.

View Grade Statistics.



The View Grade Statistics option gives you a quick summary of the grade distribution for that item, including the mean, median, standard deviation, lowest score, highest score, total number of graded scores, and a bar chart illustrating the data.

Move Left.

<div>Homework 2</div> <div>Cat: Homework [24%]</div> <div>Total: 100</div> <div>Due: -</div>	<div>Homework 1</div> <div>Cat: Homework [24%]</div> <div>Total: 100</div> <div>Due: -</div>
95	86
34	74
94	93
94	89

The **Move Left** option moves the selected item one column to the left.

Move Right.

Homework 1	Homework 2
Cat: Homework [24%] Total: 100 Due: -	Cat: Homework [24%] Total: 100 Due: -
86	95
74	34
93	94
89	94

The **Move Right** option moves the selected item one column to the right.

Hide Item.

Homework 1	Homework 3
Cat: Homework [24%] Total: 100 Due: -	Cat: Homework [24%] Total: 100 Due: -
86	92
74	83
93	98
89	91

The **Hide Item** option hides the column from the instructor's display. However, it DOES NOT control release of the item to students.

Notice that hidden items are indicated by small arrows in place of the item. Click on the arrows to show the item again.

Set Score for Empty Cells.

×

Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to **ungraded scores** within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

Group / Section

All Sections/Groups ▼

* Grade Override

0.0

/100

Done

Cancel

For Gradebook-created items, you may select **Set Score for Empty Cells** to automatically set the score for all ungraded students for that gradebook item only. You may also select a specific section or group from the drop-down menu to apply the specified grade to only that section or group. This action only applies to students with ungraded items. Previously graded students will not be affected.

Delete Item.

×

Delete Item

Please be aware that deleting this Gradebook item cannot be undone and scores entered will be removed from the gradebook.

Delete

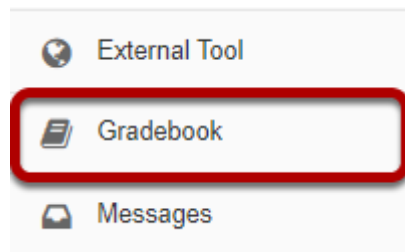
Cancel

For Gradebook-created items, you may select **Delete Item** to remove the item and all associated scores for that item.

Note: Be careful! This action cannot be undone! There is no UNDO button for deleting a grade item and its scores from the Gradebook.

How do instructors view and print individual student grades?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the student's name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

To view all grades for a single student, click on the student's name.

The student's individual grade summary will appear.

Grade Summary for Erin Martin (student03)

Grade Summary

Student Review Mode

Print

Course Grade: B- (80.7%) Not released to students*

Group By Category

Expand All

Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Final	76%	30%		
Final	76 /100		04/27/2018	
Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
Midterm	62%	20%		
Midterm	62 /100		-	
Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student

Done

The individual grade summary is the same information a student sees when he or she views their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode.

Grade Summary for Erin Martin (student03)

Grade Summary **Student Review Mode** Print

☒ Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	76%	30%		
Final	76 /100		04/27/2018	
▼ Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
▼ Midterm	62%	20%		
Midterm	62 /100		-	
▼ Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

Done

If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Printing individual student grades.

Grade Summary for Erin Martin (student03)

Grade Summary

Student Review Mode

Course Grade: B- (80.7%) Not released to students*

☒ Group By Category

[Expand All](#)

[Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	76%	30%		
Final	76 /100		04/27/2018	
▼ Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
▼ Midterm	62%	20%		
Midterm	62 /100		-	
▼ Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student](#)

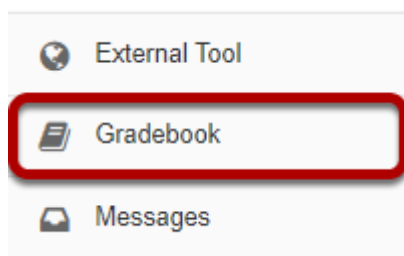
Done

Print

Click the **Print** button in the individual grade summary screen to print an individual student's grades.

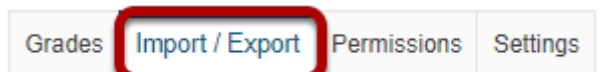
How do I export grades from Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Select Custom Export. (Optional)

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen



You may set the options for customized exports by clicking the **Custom Export** link.

Choose the items you would like to include in your export.

Custom Export

Select from the options below to customize your Gradebook export.

Customized exports can only be imported back into the system if Student ID and Student Name are retained in the first and second columns and all other formatting conventions are followed.

☒ Student ID

☒ Gradebook Item Scores

☒ Student Name

☒ Gradebook Item Comments

☐ Total Points

☒ Course Grade

☐ Last Log Date

☒ Calculated Course Grade

☐ Grade Override

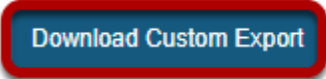
Filter by group/section

All Sections/Groups

Download Custom Export

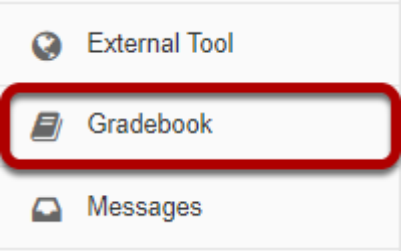
Cancel

Click Download Custom Export.



How do I exclude a grade for a specific student?

Go to Gradebook.




Select the **Gradebook** tool from the Tool Menu of your site.

For the gradebook item that you want to excuse, select the down arrow within the cell for the student's grade and choose Excuse/Include Grade.

Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	Homework Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	8	80%
North, Theresa (demostudent04)	B (80%)	8		80%
Sutherland, Ella (demostudent03)	A (100%)	9		100%
Truman, Jennifer (demostudent01)	C (70%)	6	7	70%

The individual grade will be excluded from course grade calculations.

Students	Course Grade	Homework 1 Cat: Homework Total: 10 Due: -	Homework 2 Cat: Homework Total: 10 Due: -	Homework Total: 20 Drop Lowest: 1
Hart, Vanessa (demostudent02)	A (100%)	10	8	100%
Mackenzie, Nathan (demostudent05)	B (80%)	7	 8	70%
North, Theresa (demostudent04)	B (80%)	8	7	80%
Sutherland, Ella (demostudent03)	A (100%)	9	10	100%
Truman, Jennifer (demostudent01)	C (70%)	9	7	70%

Note: The excluded grade cell will show a calculator icon with a diagonal line through it and the score itself will be in strikethrough font, indicating that it has been excluded.

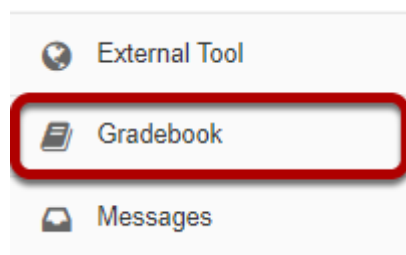
How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing gradebook item information in your site.

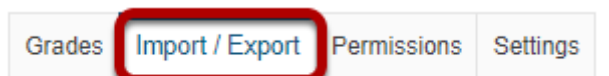
Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Export Gradebook.



Grades **Import / Export** Permissions Settings

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook

[Custom Export](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

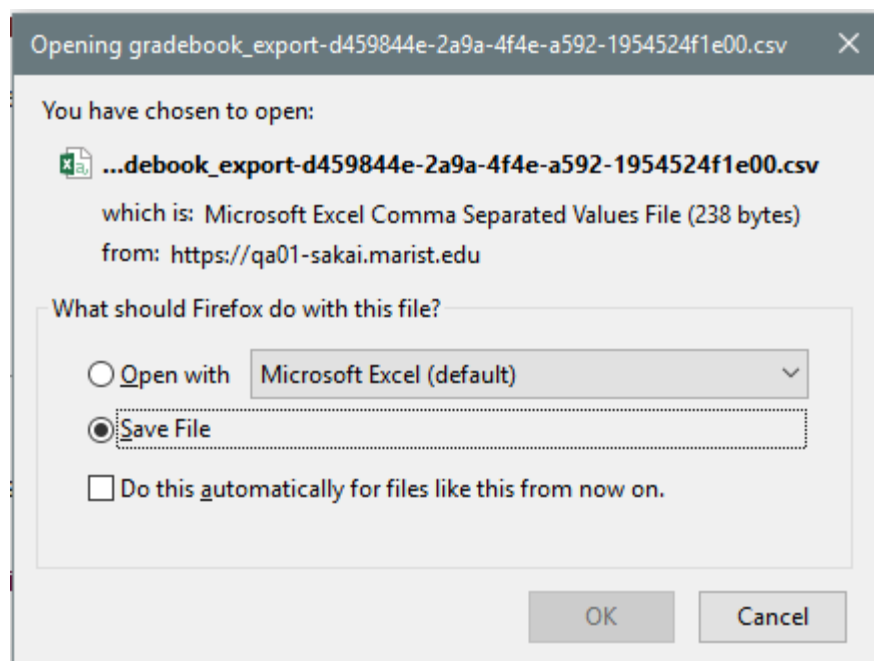
Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

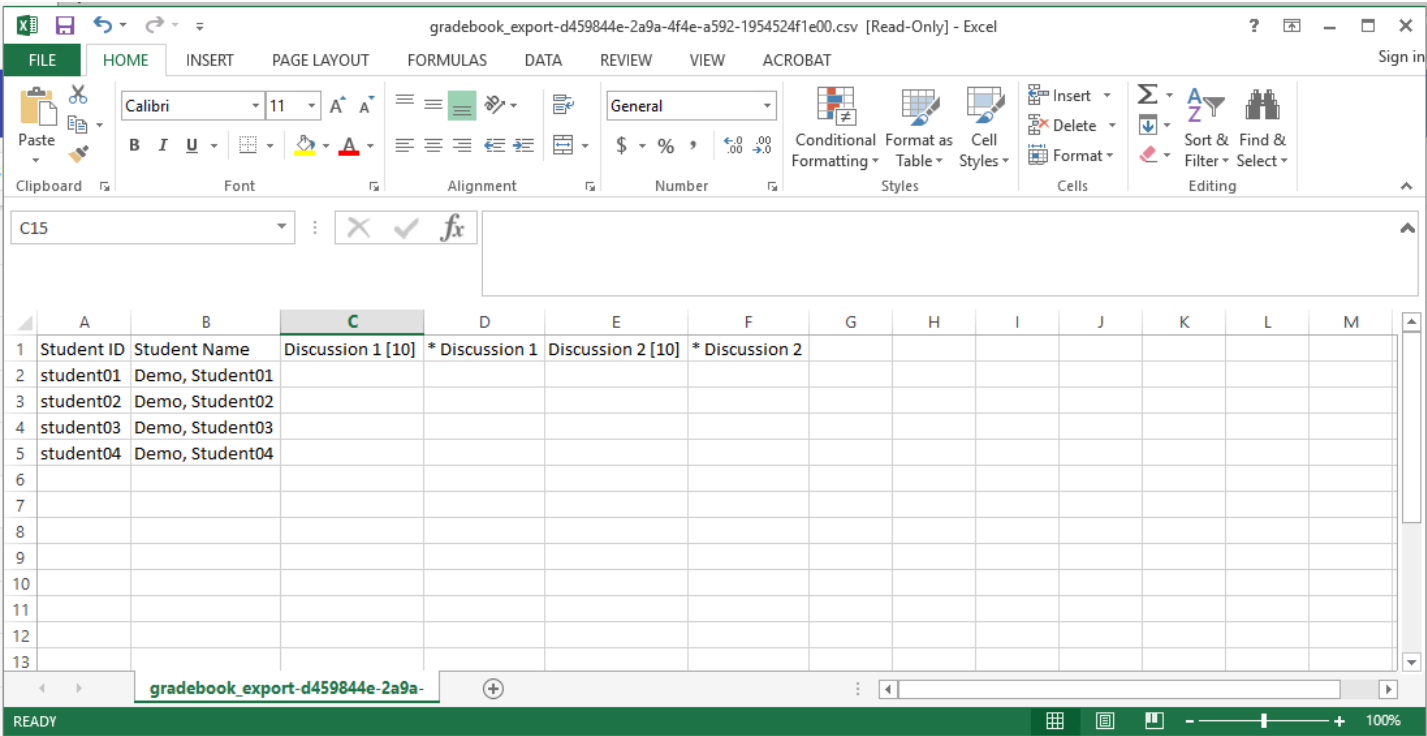
Continue

Cancel

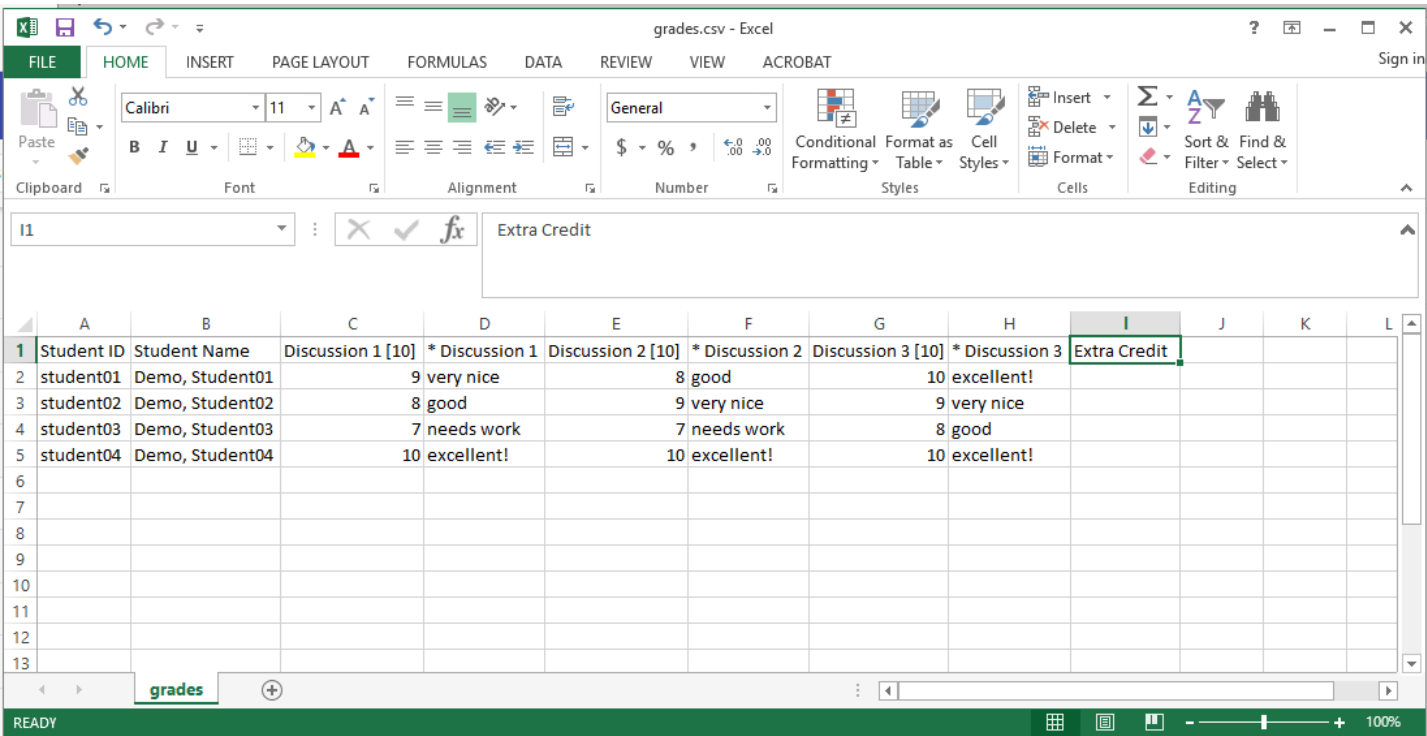
The export will download as a .csv file.



Open the file in your preferred spreadsheet application.



Add columns, grades, and/or feedback as needed, and save your file.




The import file must be in .csv file format. Also, be sure to use the following conventions:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. Gradebook Items/Assignments may include points by wrapping the points in [] after the title, e.g. "Assignment 1 [50]".
3. Comments can be imported by prefixing the column with a *, e.g. "* Assignment 1".
4. Columns that cannot be re-imported are prefixed with #.

Note: You may add new items to the gradebook by including new columns in your file. If you add any new columns without a point value in brackets, Sakai will prompt you to indicate the number of points upon import.

Return to Gradebook > Import/Export to browse for and select your import file.

 **GRADEBOOK**

Grades

Import / Export

Permissions

Settings

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook

[Custom Export](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Browse...

No file selected.

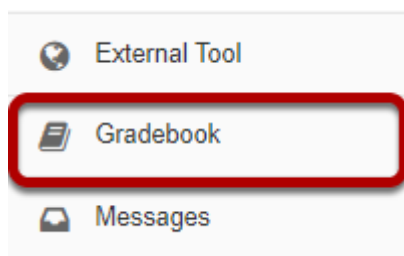
Continue

Cancel

For more information on importing your items into Gradebook, see [How do I import grades into Gradebook?](#)

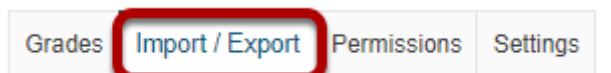
How do I import grades into Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Click Import/Export.



Click Choose File.

Export

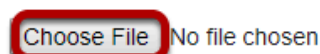
Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.



Click the **Choose File** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a CSV file and contain the appropriate student and gradebook item data. See [How do I format my file for importing grades into Gradebook?](#) for more information.

Click Continue.

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook

[Custom Export](#)

Import

Selectively import new grades/gradebook items into the Gradebook by uploading an edited .csv version of your Gradebook below.

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File

grades.csv

Continue

Cancel

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

☐ Hide items with no changes

	Title	Points	Status
<input checked="" type="checkbox"/>	Assignment	50	New
	+ comments		No changes
<input checked="" type="checkbox"/>	Homework	100	New
	+ comments		No changes
<input checked="" type="checkbox"/>	Quiz	25	New
	+ comments		No changes

If selecting new items, you will be asked to confirm their settings on the following screen(s).

Back

Next

Cancel

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New item options.

New Item Creation (1 of 3)

* Title

Assignment

* Point value

50

☐ Extra credit

Due date

☒ Release item to students?

☒ Include item in course grade calculations?

Back

Next

Cancel

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Click Finish.

Confirmation

Upon clicking **Finish**, you will be completing the following actions:

Creating new Gradebook Item(s):


Title	Points
Assignment	50.0
Homework	100.0
Quiz	25.0

Back

Finish

Cancel

Import confirmation.

 GRADEBOOK

Link

Help

Grades

Import / Export

Permissions

Settings

Gradebook items imported successfully!

Add Gradebook Item

All changes saved.

Filter students

Showing 3 students

Showing 3 of 3 columns

View Columns

Item Order

Students	Course Grade	Assignment Total: 50 Due: -	Homework Total: 100 Due: -	Quiz Total: 25 Due: -
Johnson, Steven (student02)	B- (82.29%)	40	80	24
Martin, Erin (student03)	B- (80%)	45	70	25
Thompson, Mary (student01)	C- (71.43%)	35	90	0

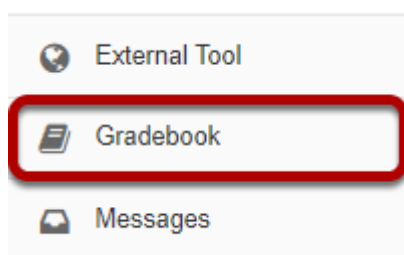
You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.

How do I override a course grade in Gradebook?

Notes:

- When manually entering a course grade, you must use the appropriate grade type for the gradebook schema you have selected. For example, if the course is graded on a simple letter grade scale, you will only be able to enter the letters A, B, C, D, or F. If the course is graded on a standard letter grade scale, you will also be able to add + (plus sign) or - (minus sign) to the letter grade. If the course is graded on a Pass/Not pass scale, you will only be able to enter the letters P or N.
- A numerical value for the override can be entered, however the value will be mapped to the letter grade scale. For example if the letter grade scale is set so the minimum % for an A grade is 95 then entering a numerical value of 97 will be mapped to 95%.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

In the Course Grades column, select the down arrow within the cell for the student's grade and choose Course Grade Override.

Students	Course Grade	<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	24	82.29%	90	90%
Martin, Erin (student03)		25	80%	92	92%
Thompson, Mary (student01)		0	71.43%	76	76%

Enter override score and save.

Course Grade Override for Steven Johnson (student02)

To provide a final course grade override, enter the desired letter grade into the field below. You may enter both + and - grades.

Student Name	Student ID	Points	Calculated Grade	Grade Override
Steven Johnson	student02	234/275	B (85.09%)	A

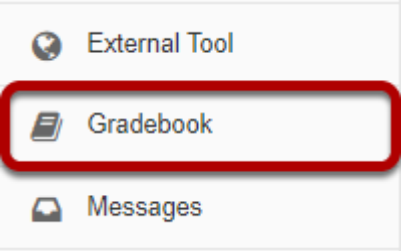
Save Course Grade Override

Cancel

1. Enter the new course grade to replace the autocalculated grade.
2. Click **Save Course Grade Override**.

How do I view the course grade override log in Gradebook?

Go to Gradebook.

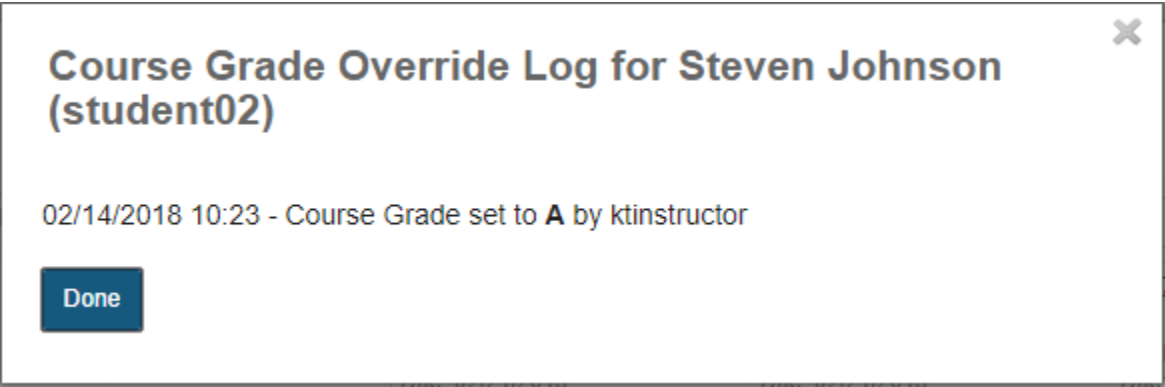


Select the **Gradebook** tool from the Tool Menu of your site.

In the **Course Grades** column, select the down arrow within the cell for the student's grade and choose **Course Grade Override Log**.

Students	Course Grade		<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)	B (85.09%)	⌵	🔒 24	82.29%	90	90%
Martin, Erin (student03)	Course Grade Override		🔒 25	80%	92	92%
Thompson, Mary (student01)	Course Grade Override Log		🔒 0	71.43%	76	76%

The log will display.

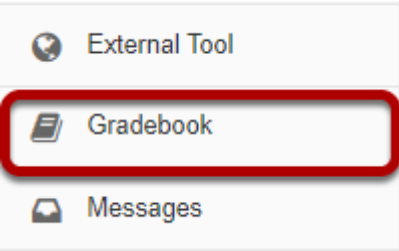


The Course Grade Override Log will display the date and time when the grade was overridden, as well as the change in grade and the username of the user that made the change.

How do I set all ungraded items to zero in Gradebook?

Note: Gradebook does not include ungraded items in the course grade calculation. This could result in a higher course grade average for a student if they have incomplete items. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher. If you want to enter zeros for all gradebook items that have not been graded, you should set ungraded items to zero. This can be done for all students and all gradebook items in a single step.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the down arrow in the Course Grades column.

Students	Course Grade	<input checked="" type="checkbox"/> Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)		24	82.29%	90	90%
Martin, Erin (student03)	B (64.36%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

Click Set Zero Score for Empty Cells.

Students	Course Grade	Quiz Cat: Assignments Total: 25 Due: -	Assignments	Discussion Cat: Discussions Total: 100 Due: -	Discussions
Johnson, Steven (student02)		24	82.29%	90	90%
Martin, Erin (student03)	B (84.38%)	25	80%	92	92%
Thompson, Mary (student01)	C (73.09%)	0	71.43%	76	76%

Click Update.

Set zero score for empty cells

The Gradebook automatically calculates the course grade for students as items are graded. To accurately calculate the course grades, all gradable items must be assigned a grade. Continuing will assign zero to any grade items that do not have a grade. Not zeroing may result in higher course grades than intended.

Note: Clicking Update will assign a grade of zero to all ungraded items in this gradebook. **This can not be undone!**

Update

Cancel

You will be prompted to confirm this action. If you are sure you want to assign zeros to all ungraded items, click **Update**.

Note: You cannot undo this action, so be sure you are ready to assign zeros before continuing!

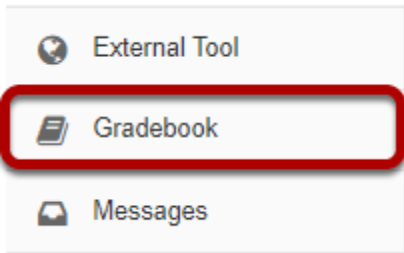
How does extra credit work in Gradebook?

The extra credit (EC) feature in Gradebook can be enabled (1) at the item level or (2) at the category level. For more information on adding items/categories to the gradebook see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)

When you designate an item or a category as EC, those items are not added to the total "out of" value for points possible. If students earn points for extra credit items, those points are added on top of the total grade. However, no points will be deducted for students who do not receive a score for extra credit. EC indicates "bonus" items, or optional credit.

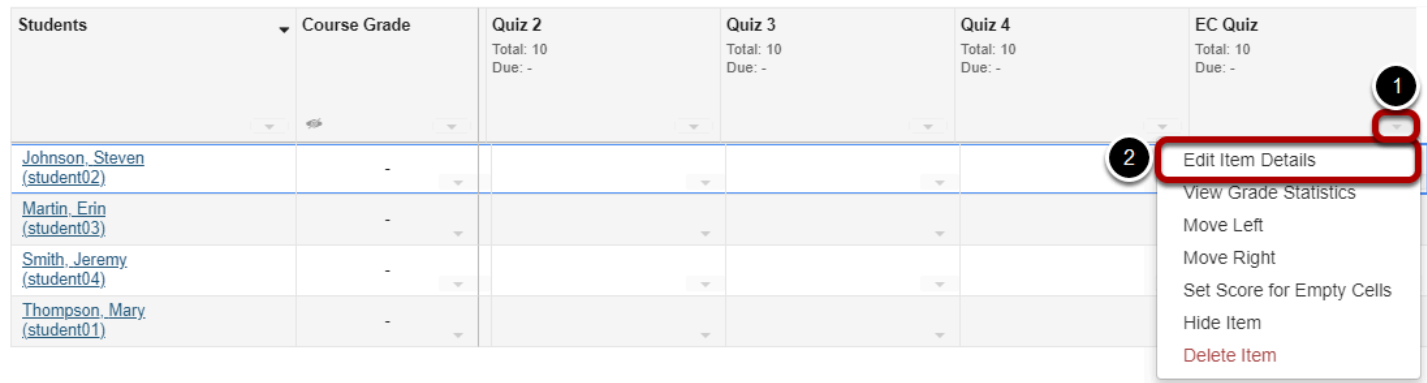
Note: It is important that you DO NOT make individual items extra credit within an extra credit category. Those items will be considered optional within the category and therefore would have no effect on the overall grade outside of the category.

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Setting EC at the item level.



1. Select an item's drop-down menu.

2. Select **Edit Item Details**.

Check the box next to Extra Credit and click Save Changes.

Edit Gradebook Item

* Title

EC Quiz

* Point value

10

☒

Extra credit

Due date

☒

Release item to students?

☒

Include item in course grade calculations?

Save Changes

Cancel

Tip: The extra credit option may also be set when adding a new gradebook item.

Extra credit item.

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: EC item in gradebook with no categories.

Students	Course Grade	Quiz 1 Total: 10 Due: -	Quiz 2 Total: 10 Due: -	Quiz 3 Total: 10 Due: -	Quiz 4 Total: 10 Due: -	<div><div></div></div> EC Quiz Total: 10 Due: -
Johnson, Steven (student02)	-					
Martin, Erin (student03)	-					
Smith, Jeremy (student04)	-					
Thompson, Mary (student01)	A+ (125%)	10	10	10	10	10

An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

Example scenario: In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., 2 quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Example: EC items within weighted categories.

Students	Course Grade	Assignment 1 Cat: Assignments [40%] Total: 10 Due: -	Assignment 2 Cat: Assignments [40%] Total: 10 Due: -	Assignment 3 Cat: Assignments [40%] Total: 10 Due: -	EC Assignment Cat: Assignments [40%] Total: 10 Due: -	Assignments Weighted Average [40%]
Johnson, Steven (student02)	-					-
Martin, Erin (student03)	-					-
Smith, Jeremy (student04)	-					-
Thompson, Mary (student01)	A+ (128.33%)	10	10	10	10	133.33%

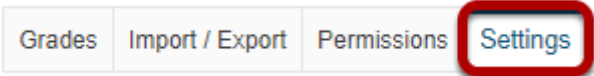
In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

Example scenario: In an Assignments category worth 40% of the course grade, there are 3 regular assignments and 1 extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, their category average is 133.33%.

The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

Setting EC at the category level.



Click **Settings**.

Check the box next to Extra Credit and click Save Changes.

Settings

Expand All Collapse All

Grade Entry

Grade Release Rules

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook Item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
Assignments	<input type="checkbox"/>	3 item(s)	Remove
Quizzes	<input type="checkbox"/>	4 item(s)	Remove
Extra Credit	<input checked="" type="checkbox"/>	3 item(s)	Remove

Add a category

Grading Schema

Save Changes

Cancel

In Gradebook Settings, add a category and the check the box in the **Extra Credit** column next to the category. Then, click **Save Changes**.

Extra credit category.

Now, let's say that you want to create an extra category rather than an extra credit item. This can be useful if your gradebook includes weighting, or if you have several EC items that you want to group together into a category.

Example: EC category only.

Students	Course Grade	EC Quiz Cat: Extra Credit Total: 10 Due: -	EC Discussion Cat: Extra Credit Total: 10 Due: -	EC Assignment Cat: Extra Credit Total: 10 Due: -	Extra Credit
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (130%)	10	10	10	100%

Sample extra credit category scenario: The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.

Example: EC with weighted categories.

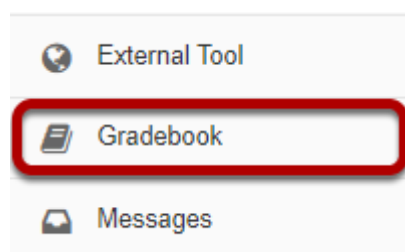
Students	Course Grade	EC Quiz Cat: 🚩 Extra Credit [5%] Total: 10 Due: -	EC Discussion Cat: 🚩 Extra Credit [5%] Total: 10 Due: -	EC Assignment Cat: 🚩 Extra Credit [5%] Total: 10 Due: -	🚩 Extra Credit Weighted Average [5%]
Johnson, Steven (student02)	-				-
Martin, Erin (student03)	-				-
Smith, Jeremy (student04)	-				-
Thompson, Mary (student01)	A+ (105%)	10	10	10	100%

Sample extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows: Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for their course grade.

How do students view their grades in the Gradebook?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

View your grade report.

Grade Report for Albert Albertson				Print
Course Grade: A [354/370]				
<input checked="" type="checkbox"/> Group By Category Expand All Collapse All				
Gradebook Item	Grade	Due Date	Comments	
▼ Assignments Drop Lowest: 1	91.33%			
Assignment 1	25 /25	02/13/2019	Great comments. Thank you for your involvement.	▲▼
Assignment 2	20 /25	03/07/2019		
Assignment 3	24 /25	03/14/2019		
Assignment 4	23 /25	03/21/2019		
Assignment 6	20 /25	03/28/2019		
Assignment 7	20 /25	04/09/2019		
Assignment 5	25 /25	03/21/2019		
▼ Exams	98.5%			
Midterm <input checked="" type="checkbox"/>	98 /100	03/08/2019	Nice job in the essay.	▲▼
Final	99 /100	05/01/2019		
▼ Participation	100%			
Discussion 1	10 /10	-		
Discussion 2	10 /10	-		

Note: While grader comments will appear in the Gradebook for items such as assignments and quizzes, remember that additional instructor feedback and/or graded file attachments may also be available via the Assignments and Tests & Quizzes tools.

What are the different gradebook scenarios and which one is right for me?

There are many options for setting up your Gradebook in Sakai. Most gradebooks fall into one of the following types. Examples of each scenario are provided to help you determine which setup option is the best match for your course.

Simple points-based Gradebook.

This type of Gradebook is a simple calculation of total points. The point value for each item is added up and the total points reflect the cumulative student grade for the course.

For more information on this scenario, see the related article: [How do I set up a simple points-based Gradebook?](#)

Gradebook with categories for organization and/or dropping grades.

This type of Gradebook uses categories to organize items into groups. For example, you might group all of the assignments into one category, all the quizzes into another category, and so on. Optionally, once categories have been set up you have the ability to drop the lowest or keep the highest grades within a category.

For more information on this scenario, see the related article: [How do I set up a Gradebook with categories for organization and/or dropping grades.](#)

Gradebook with weighted categories.

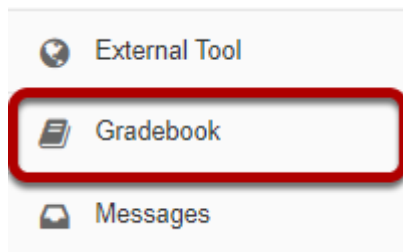
This type of Gradebook uses categories as well as weighting. For example, you might have an discussion category worth 20% of the grade, an assignments category worth 40% of the grade, and a quizzes category worth 40% of the grade.

For more information on this scenario, see the related article: [How do I set up a Gradebook with weighted categories?](#)

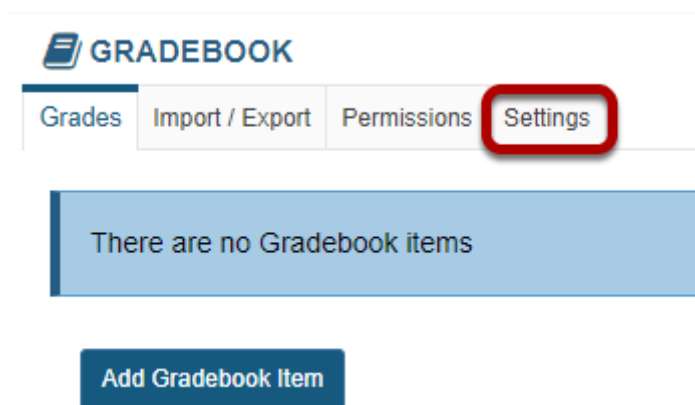
How do I set up a simple points-based Gradebook?

In this scenario, you are setting up a simple gradebook without any categories or weighting. It provides a straightforward calculation of total points earned in the course. With this type of gradebook setup, you cannot use the Group by Category option to organize the visual layout of your gradebook items. You also cannot drop scores automatically.

Go to Gradebook.



Click the Settings tab.



Click to expand the Categories and Weighting section.

Grades

Import / Export

Permissions

Settings

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

Save Changes

Cancel

Select the No categories radio button and then click Save Changes.

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

No categories

Categories only

Categories & weighting

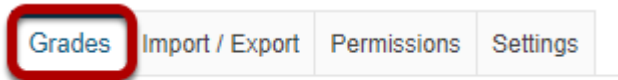
A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Save Changes

Cancel

Click the Grades tab.



Click Add Gradebook Item to create items.

A screenshot of a dialog box titled 'Add Gradebook Item'. The dialog contains several fields and options. Five numbered circles (1-5) are placed over specific elements to indicate a sequence of actions: 1. Over the 'Title' input field containing 'Homework 1'. 2. Over the 'Point value' input field containing '100'. 3. Over the radio button for 'Do not use a rubric to grade this assignment'. 4. Over the 'Release item to students?' checkbox, which is checked. 5. Over the 'Create' button. Other visible elements include an 'Extra credit' checkbox, a 'Grading Rubric' section with a dropdown menu set to 'Essay Rubric' and a 'Preview Rubric' button, and 'Hide Rubric from student' and 'Adjust individual student scores' checkboxes. At the bottom, there is a 'Due date' field and a '+ Cancel' button.

1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Homework 4, Project 1, Project 2, Project 3, Project 4, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign points for every item based on their value towards the final grade (in our scenario they are all equal at 100 points).
3. Attach a rubric if you will be using one.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item as needed.
5. Click **Create** to save the item.

To test our scenario:

Grade Summary for Mary Thompson (student01)

Grade SummaryStudent Review ModePrint

Course Grade: B+ (88.5%) Not released to students*

Gradebook Item	Grade	Due Date	Comments
Final	95 /100	-	
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
Homework 4	82 /100	-	
Midterm	90 /100	-	
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	
Project 4	91 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Previous Student](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Homework 4 - 82 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Project 4 - 91 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

The grade calculation is $(89+94+78+82+83+88+95+91+90+95)/1000$ points. The student's overall grade average = 88.5%.

If you try this example and don't get the same results, you might want to go back and make sure that:

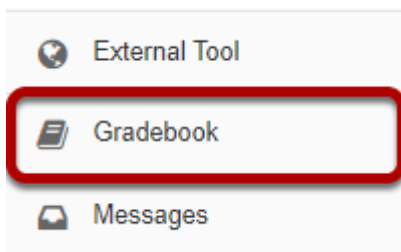
- Each gradebook item is worth 100 points.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).

- The student grades were entered correctly.

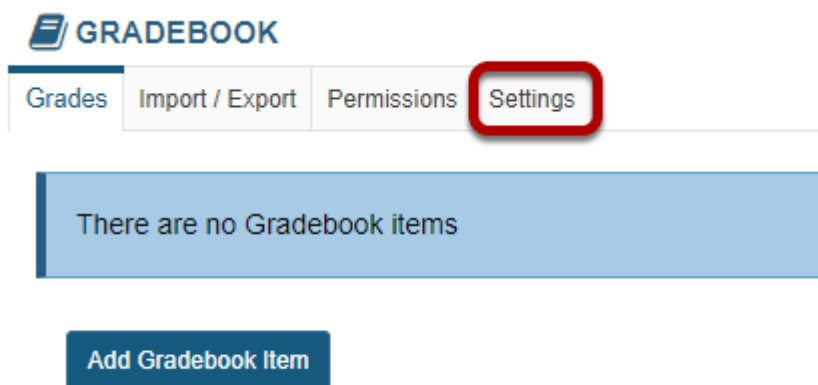
How do I set up a Gradebook with categories for organization and/or dropping grades?

In this scenario, you are setting up a gradebook with categories but no weighting. It provides a straightforward calculation of total points earned in the course. However, the addition of categories allows you to use the Group by Category option to organize the visual layout of your gradebook items. In addition, you have the option to drop grades within categories if desired.

Go to Gradebook.



Click the Settings tab.



Click to expand the Categories and Weighting section.

Grades

Import / Export

Permissions

Settings

Settings

Grade Entry

Grade Release Rules

Categories & Weighting

Grading Schema

Save Changes

Cancel

Select the Categories only radio button.

GRADEBOOK

Grades

Import / Export

Permissions

Settings

Link

Help

Settings

Expand All Collapse All

Grade Entry

Grade Release Rules

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	Extra Credit	Gradebook Items	Remove
<div><div></div><div></div></div>	<div><div></div></div>	0 items(s)	<div>Remove</div>

Add a category

Grading Schema

Save Changes

Cancel

Additional options will display once you select categories only.

Rubrics, Assessments, and Grading

Page 385

Enter categories.

Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☐ Drop highest

☐ Drop lowest

☐ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Remove
	Homework	<input type="checkbox"/>	0 items(s)	<div>Remove</div>
2	Projects	<input type="checkbox"/>	0 items(s)	<div>Remove</div>
	Exams	<input type="checkbox"/>	0 items(s)	<div>Remove</div>

1

Add a category

Grading Schema

Save Changes

Cancel

1. Click the **Add a category** button to add more categories.

2. For this example, enter each category as follows: Homework, Projects, Exams.

Enable drop highest, drop lowest, and/or keep highest. (Optional)

Categories & Weighting

☐ No categories

☒ Categories only

☐ Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest

☒ Drop lowest

☒ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
☰	<div>Homework</div>	<input type="checkbox"/>	0 items(s)	<div>0</div>	<div>0</div>	<div>0</div>	<div>Remove</div>
☰	<div>Projects</div>	<input type="checkbox"/>	0 items(s)	<div>0</div>	<div>0</div>	<div>0</div>	<div>Remove</div>
☰	<div>Exams</div>	<input type="checkbox"/>	0 items(s)	<div>0</div>	<div>0</div>	<div>0</div>	<div>Remove</div>

Add a category

Grading Schema

Save Changes

Cancel

If you would like to be able to drop or keep a subset of scores within categories, check the box next to **Drop highest**, **Drop lowest**, and/or **Keep highest**.

Note: In order to drop items within a category, all items in that category must be worth the same point value.

Indicate the number of items to be dropped or kept within each category.

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

☒ Drop highest

☒ Drop lowest

☒ Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	Extra Credit	Gradebook Items	Drop Highest	Drop Lowest	Keep Highest	Remove
	Homework	<input type="checkbox"/>	0 items(s)	0	1	0	Remove
	Projects	<input type="checkbox"/>	0 items(s)	0	0	2	Remove
	Exams	<input type="checkbox"/>	0 items(s)	0	0	0	Remove

Add a category

Grading Schema

Save Changes

Cancel

Click Save Changes.

Save Changes

Cancel

Click the Grades tab.

Grades

Import / Export

Permissions

Settings

There are no Gradebook items

Add Gradebook Item

Click Add Gradebook Item to create items and associate them with the appropriate categories.

1. Add the following gradebook items for this example: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Project 3, Midterm, and Final. The title for the first item is shown in the image above.
2. Assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All Homework items should be assigned to the Homework category, Project items should be assigned to the Projects category, the Midterm and the Final to the Exam category.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Mary Thompson (student01)

Grade Summary

Student Review Mode

Print

Course Grade: B+ (89%) Not released to students*

☒ Group By Category

[Expand All](#)

[Collapse All](#)

Gradebook Item	Grade	Due Date	Comments
▼ Exams	92.5%		
Final	95 /100	-	
Midterm	90 /100	-	
▼ Homework	87%		
Homework 1	89 /100	-	
Homework 2	94 /100	-	
Homework 3	78 /100	-	
▼ Projects	88.67%		
Project 1	83 /100	-	
Project 2	88 /100	-	
Project 3	95 /100	-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[← Previous Student](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Project 3 - 95 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically add up all of the scores and divide by the total points possible.

If no grades are dropped, then the grade calculation is $(89+94+78+83+88+95+90+95)/800$ points. The student's overall grade average = 89%.

If the lowest 1 score is dropped in the Homework category, and the highest two scores are kept in the Projects category, the grade calculation would be $(89+94+88+95+90+95)/600$ points. The student's overall grade average = 91.83%.

If you try this example and don't get the same results, you might want to go back and make sure that:

- The categories and dropped scores within categories are set up correctly.

- Each gradebook item is worth 100 points.
- Each gradebook item is assigned to the correct category.
- Each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set up a Gradebook with categories and weighting?

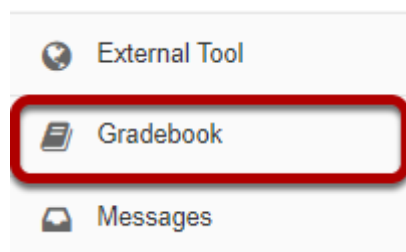
In this scenario we will pretend that you have homework, projects, a midterm, and a final to grade. You would like the weighting to be as follows:

- 3 Homework assignments - 24% of the total grade
- 2 Projects - 26%
- 1 Midterm - 20%
- 1 Final - 30%

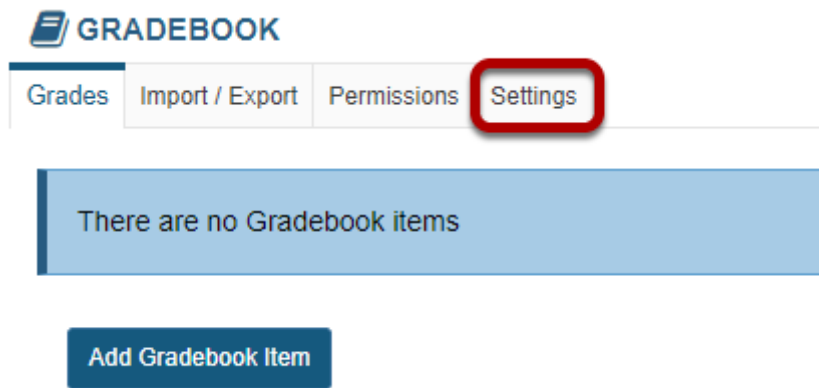
The percentages of all the weighting must add up to 100% .

It is easiest to set up your gradebook first, and then create or add items to the gradebook. But don't worry, if you have already set up your gradebook items (homework assignments, projects,etc), you can come back and do this setup later and then assign the gradebook items to the appropriate categories. It is also easy to add categories and even change the weighting of grades at any time.

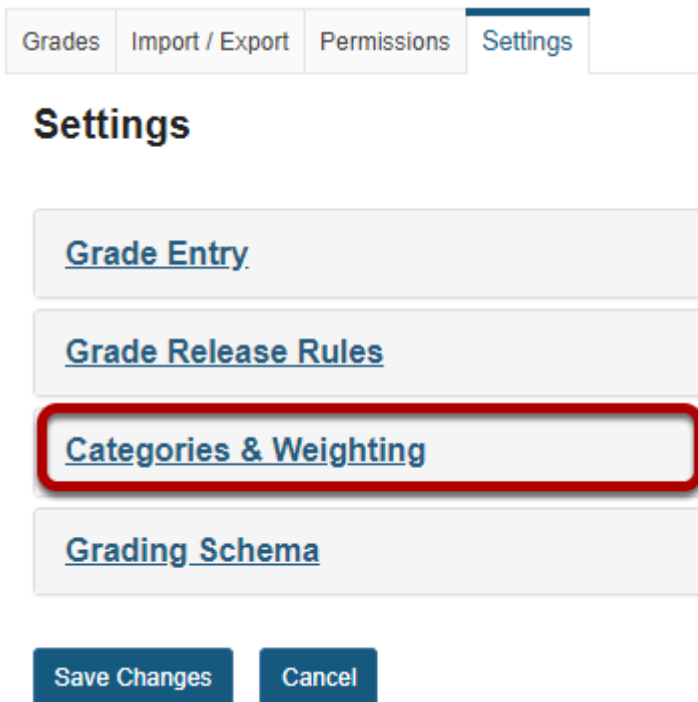
Go to Gradebook.



Click the Settings tab.



Click to expand the Categories and Weighting section.



Select the Categories & weighting radio button.

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

	Category	%	Extra Credit	Gradebook Items	Remove
<div></div>	<div></div>	<div>0</div>	<div></div>	0 items(s)	<div>Remove</div>
Total:	0%	Weighting for the categories must equal 100%			

Add a category

Grading Schema

Save Changes

Cancel

Additional options will display once you select categories and weighting.

Enter categories and percentage weighting.

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

Category	%	Extra Credit	Gradebook Items	Remove
Homework	24	<input type="checkbox"/>	0 items(s)	Remove
Projects	26	<input type="checkbox"/>	0 items(s)	Remove
Midterm	20	<input type="checkbox"/>	0 items(s)	Remove
Final	30	<input type="checkbox"/>	0 items(s)	Remove
Total: 100%				

1

Add a category

Grading Schema

3

Save Changes

Cancel

1. Click the **Add a category** button to add more categories.

2. For this example, enter each category as follows: Homework 24%, Projects 26% , Midterm 20%, and Final 30%.

3. Click **Save Changes** when you finished adding categories.

Click the Grades tab.

Grades

Import / Export

Permissions

Settings

There are no Gradebook items

Add Gradebook Item

Rubrics, Assessments, and Grading

Page 395

Click Add Gradebook Item to create items and associate them with the appropriate categories.

1. You will end up adding 7 gradebook items: Homework 1, Homework 2, Homework 3, Project 1, Project 2, Midterm, Final. The title for the first item is shown in the image above.
2. For the sake of this example we will assign 100 points for every item.
3. Make sure to assign each gradebook item to the appropriate category. All three Homework items should be assigned to the Homework category, both Project items should be assigned to the Projects category, the Midterm to the Midterm category, and the Final to the Final category. It may not feel intuitive to have categories with only one gradebook item but having all the grades accounted for at the category level is what allows us to control the weighting.
4. Be sure to check the boxes next to **Release item to students?** and **Include item in course grade calculations?** for each item.
5. Click **Create** to save the item.

Note: You may also assign items from other tools, such as Assignments or Tests & Quizzes, to specific categories when you create them.

To test our scenario:

Grade Summary for Mary Thompson (student01)

Grade Summary

Student Review Mode

Print

Course Grade: B+ (89.61%) Not released to students*

☒ Group By Category

[Expand All](#)

[Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
▼ Final	95%	30%		
Final	95 /100		-	
▼ Homework	87%	24%		
Homework 1	89 /100		-	
Homework 2	94 /100		-	
Homework 3	78 /100		-	
▼ Midterm	90%	20%		
Midterm	90 /100		-	
▼ Projects	85.5%	26%		
Project 1	83 /100		-	
Project 2	88 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[← Previous Student](#)

Done

Let's say student01 has earned the following points:

- Homework 1 - 89 out of 100
- Homework 2 - 94 out of 100
- Homework 3 - 78 out of 100
- Project 1 - 83 out of 100
- Project 2 - 88 out of 100
- Midterm - 90 out of a 100
- Final - 95 out of a 100

The Gradebook will automatically calculate the weighting for you. In this case the final score is 89.61%

How does it come up with 89.61%?

- The average of the homework is $(89+94+78)/300$ points possible. Total = 87%
- The average of projects is $(83+88)/200$ points possible. Total = 85.5%
- Midterm and Final only have one grade in those categories, therefore the category average is equal to the score / points possible (90 / 100 and 95 / 100 respectively).

Now apply the weighting:

- $(.87 \text{ homework} * .24 \text{ weighting}) = .2088$
- $(.8550 \text{ projects} * .26 \text{ weighting}) = .2223$
- $(.9 \text{ midterm} * .20 \text{ weighting}) = .18$

- $(.95 \text{ final} * .30 \text{ weighting}) = .2850$
- Add them up = $.8961 = 89.61\%$

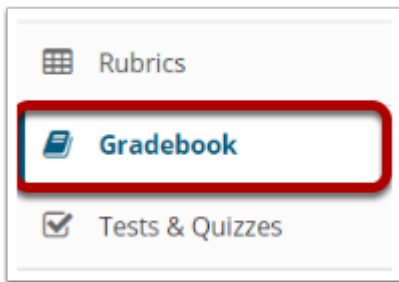
If you try this example and don't get the same results you might want to go back and make sure that:

- The category weighting is set up with the scenario percentages.
- That each gradebook item is assigned to the correct category.
- That each gradebook item is released to students and included in gradebook calculations (two checkboxes).
- The student grades were entered correctly.

How do I set empty cells to zero for a single grade item?

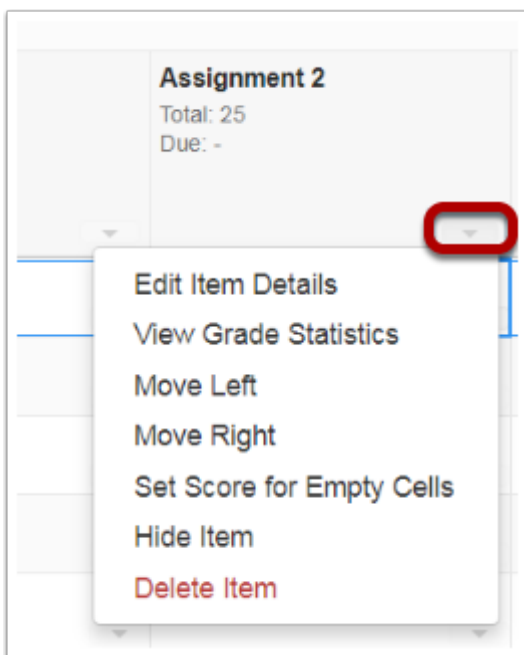
Note: Gradebook does not include ungraded items in the course grade calculation. Empty cells could result in a higher course grade average for a student. To include a gradebook item in the course grade calculation, you must enter a grade of zero or higher.

Go to Gradebook.

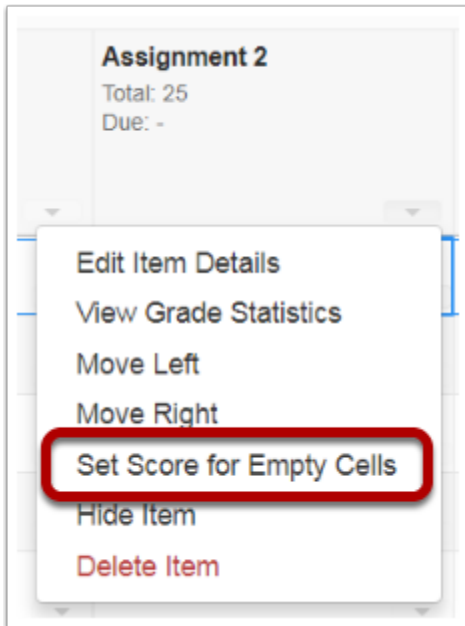


Select the Gradebook tool from the Tool Menu of your site.

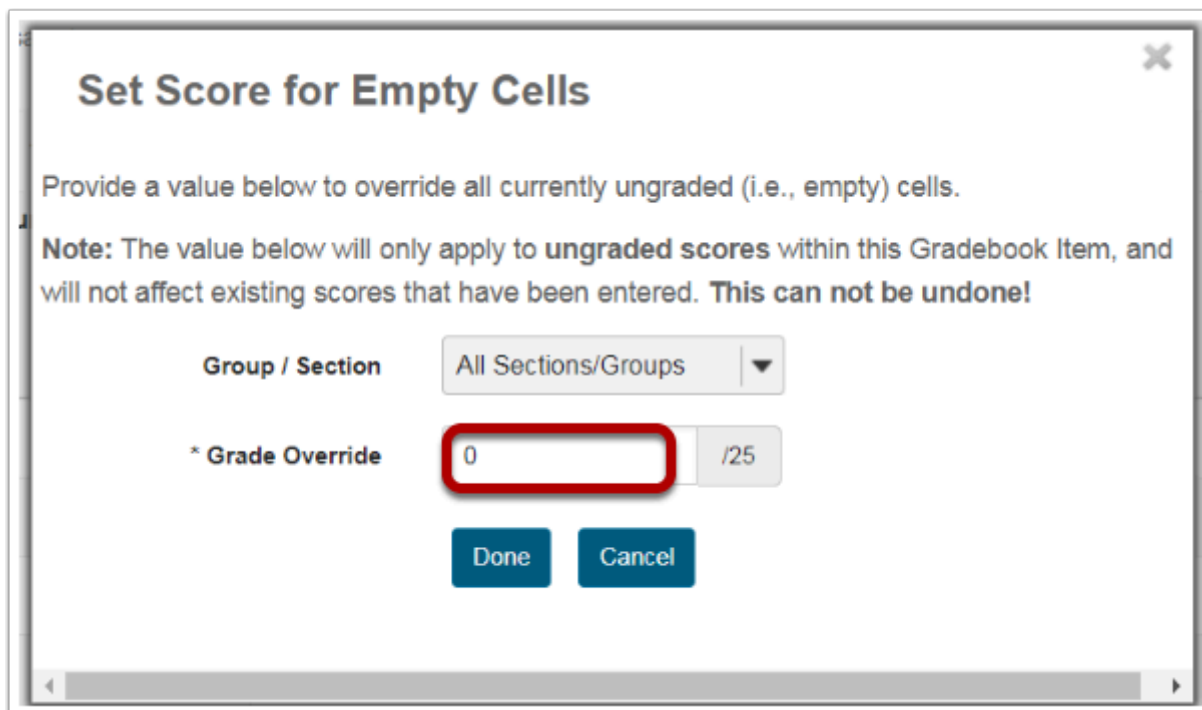
Find the grade item for which you want to assign zeros for missed work. Select the dropdown arrow in the grade item's column header.



Select Set Score for Empty Cells.



Enter the grade you will assign for empty cells.



Set Score for Empty Cells

Provide a value below to override all currently ungraded (i.e., empty) cells.

Note: The value below will only apply to ungraded scores within this Gradebook Item, and will not affect existing scores that have been entered. **This can not be undone!**

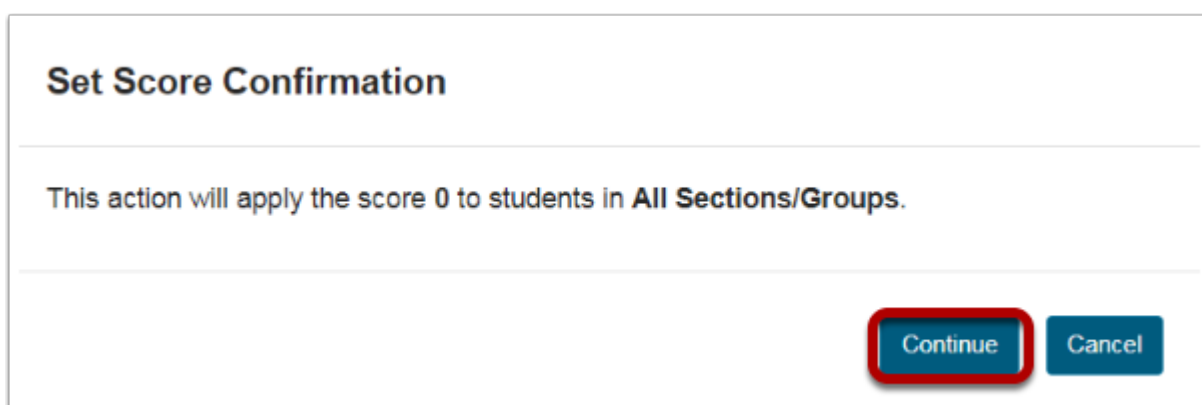
Group / Section: All Sections/Groups ▼

* Grade Override: /25

Done Cancel

Use the Group/Section dropdown menu to select a specific group or section to assign this grade to (optional). Then, enter the grade you will assign to all empty cells. Click Done to assign.

Click Continue.



Set Score Confirmation

This action will apply the score 0 to students in **All Sections/Groups**.

Continue Cancel

Click Continue to confirm the score and section or groups you have chosen to update. These scores can be overwritten later if a

student turns in late work by clicking into the individual student's grade cell and entering the new grade.