

Competencies

After reading this document, you will be able to:

- ◆ Manage assessment submissions.
- ◆ Grade assessment submissions by student and attempt.
- ◆ Reset assessment attempts.
- ◆ View performance reports.

Manage Assessment Submissions

After students submit their assessment answers, their submissions can be viewed and graded from *Assessment Manager*. There are two options for grading submissions: grade by student or grade by question. To help students improve their performance, comments can be provided about each question or about their submission in general.

To View Submissions from the Assessment Manager:

Assessments are graded automatically unless the assessment contains paragraph questions. Section Instructors must grade the paragraph questions manually.

- 1 From the *Assessment Manager* screen, click the tab relevant to the submissions to be viewed:

Your location: **Assessment Manager**

Assessment Manager

View by:

Attempts that have been graded.

Diagnostic Quiz <input type="button" value="v"/>	14 Graded	--
Experience Survey <input type="button" value="v"/>	2 Completed	--
Designer Pretest <input type="button" value="v"/>	6 Graded	4 Outdated †
Question Types Quiz	0 Graded	3 Outdated †
Unit 1: Quiz <input type="button" value="v"/>	20 Graded	--
Unit 2: Quiz <input type="button" value="v"/>	20 Graded	--
Unit 3: Quiz <input type="button" value="v"/>	24 Graded	--
Unit 4: Quiz <input type="button" value="v"/>	16 Graded	--
Check Your Understanding: Module 1 Quiz	0 Graded	--
Check Your Understanding: Module 3 Quiz	0 Graded	--

Page:

† Indicates the Assessment content has been modified since the attempt was submitted. To update the grades for these attempts based on the latest content, choose Update Outdated Attempts from the context menu.

Figure 1: Grading Assessments – Assessment Manager - View submissions

- The *Graded* tab lists all students with completely graded submissions.

- The *Not Graded* tab lists all students with submissions that have not been completely graded. Partially graded assessments containing paragraph questions are also listed here.
- The *Not Submitted* tab lists all students who have not yet submitted an assessment.
- The *All* tab lists all graded, partially graded, and unsubmitted assessments.

2 Locate the assessment to view submissions and click its **ActionLinks** icon.

3 Click **View Submissions**.



Note This feature is available only for quizzes and surveys.

To Grade Assessment Submissions by Student:

- 1 From the *Teach* tab, click **Assessment Manager**.
- 2 Click the **Not Graded** tab.
- 3 Locate the student whose assessment is to be graded.
- 4 Under *Attempt*, click the submission date and time link.
- 5 In the *Score* text box, enter the grade.
- 6 In the *Comments for student* text box, enter comments.
- 7 Click **Update Grade**.

View Attempt 1 of Unlimited

Name: [Kennedy, Hanna](#) ▾

Title: Question Types Quiz

Started: October 12, 2005 1:55 PM

Submitted: October 12, 2005 1:57 PM

Time spent: [00:01:28](#)

Total score: **60/140 = 42.8571%** | Adjust total score by:

This assessment is only partially graded.

1. True False Question Type

In WebCT Campus Edition 6, you can be assigned to both a designer and and instructor

Student Response	Value	Correct Answer
True	100%	True

Score: 25/25

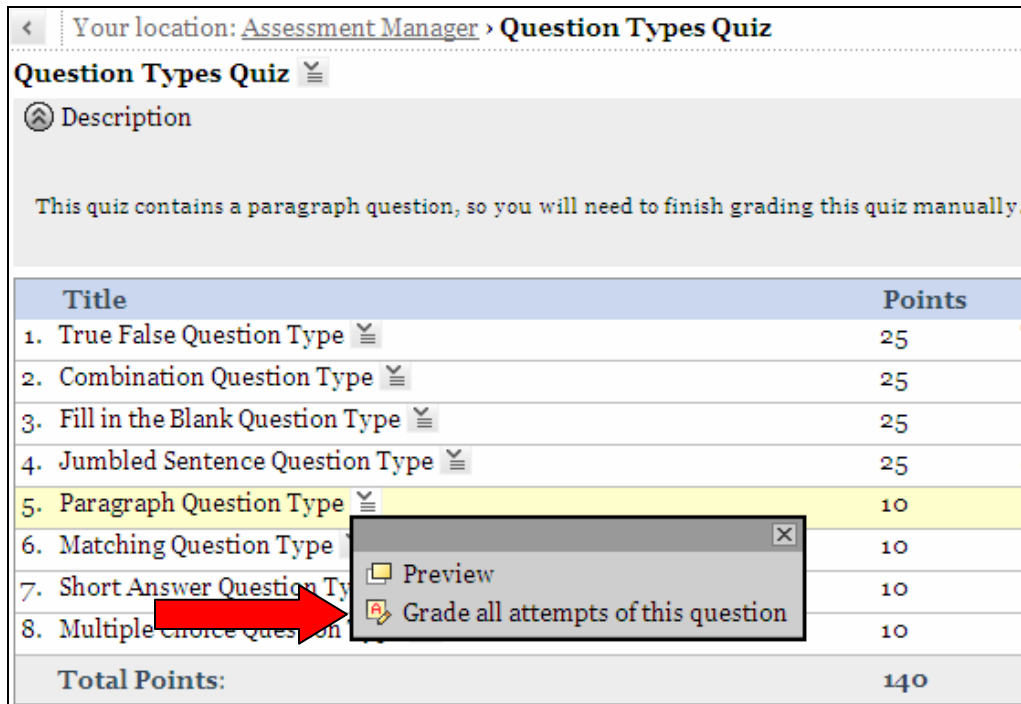
Override score: / 25*

Comments for Student

Figure 2: Grading Assessments – Grading Assessment Submissions by Student

To Grade Assessment Submissions by Question:

- 1 From the *Teach* tab, click **Assessment Manager**.
- 2 From the *Not Graded* tab, click the name of the assessment to be graded.
- 3 Locate the question and click its **ActionLinks** icon.
- 4 Click **Grade all attempts of this question**.



The screenshot shows the 'Question Types Quiz' page in the Assessment Manager. The page title is 'Your location: Assessment Manager > Question Types Quiz'. Below the title is a 'Description' section with a warning icon and the text: 'This quiz contains a paragraph question, so you will need to finish grading this quiz manually'. A table lists the question types and their points:

Title	Points
1. True False Question Type	25
2. Combination Question Type	25
3. Fill in the Blank Question Type	25
4. Jumbled Sentence Question Type	25
5. Paragraph Question Type	10
6. Matching Question Type	10
7. Short Answer Question Type	10
8. Multiple Choice Question	10
Total Points:	140

A context menu is open over the 'Paragraph Question Type' row, showing two options: 'Preview' and 'Grade all attempts of this question'. A red arrow points to the 'Grade all attempts of this question' option.

Figure 3: Grading Assessments - Grading Assessment Submissions by Question

- 5 To hide names while grading the question, click **Hide Names**. This replaces student names with numbers. For example, Student 0001.
- 6 Under *Attempt*, click the submission.
- 7 In the *Score* text box, enter the grade.
- 8 In the *Comments for student* text box, enter comments.
- 9 Click **Done**.

To Reset Attempts:

Students can be given the opportunity to re-submit their answers for an assessment they have already submitted. For example, if a student experienced a technical problem that prevented them from finishing the assessment before the allotted time expired, the attempt can be reset.



Warning If a grade has already been assigned for the previous attempt, that grade will be deleted after resetting the attempt. No record of the original grade is kept.

- 1 From the *Assessment Manager* screen, locate the attempt you want to reset.

The screenshot shows the 'Assessment Manager' interface. At the top, there's a breadcrumb trail: 'Your location: Assessments > Assessment Manager'. Below that, the title 'Assessment Manager' is followed by filter buttons: 'Graded', 'Not Graded', 'Not Submitted', and 'All'. A 'View by:' dropdown is set to 'Module 2 Test'. Below the filters, it says 'View all submissions.' and shows 'Module 2 Test' with a summary: '1 Graded | 0 Not Graded | 2 Not Submitted | --'. A note states: 'The grade displayed is the First of the Student's attempts.' Below this is a table with columns: Name, Grade (Out of 100), Attempt, Status, Score (Out of 100), and Time. The table has three rows: 'Student One' (Grade: 100 (0), Attempt: 1. December 11, 2006 9:58 AM, Status: Graded, Score: 100, Time: 00:00:44), 'Demo Student' (Grade: --, Attempt: Not attempted, Status: Not submitted, Score: --, Time: --), and 'Student Two' (Grade: --, Attempt: Not attempted, Status: Not submitted, Score: --, Time: --). At the bottom of the table is a 'Reset Entire Submission' button. A red arrow points to the 'Attempt' column for 'Student One'.

Name	Grade Out of 100	Attempt	Status	Score Out of 100	Time
Student One	100 (0)	1. December 11, 2006 9:58 AM	Graded	100	00:00:44
Demo Student	--	Not attempted	Not submitted	--	--
Student Two	--	Not attempted	Not submitted	--	--

Figure 4: Grading Assessments – Assessment Manager – Attempt

- 2 Under *Attempt*, click the **date** and **time stamp** link.
- 3 From the *View Attempt* screen, click **Reset Attempt**. (see figure 2)
- 4 Click **OK**.

To View Performance Reports:

A *Performance* report displays students' answers and scores for a quiz or survey. Quiz performance reports show the following information for each student: last name, first name, user name, grade for the quiz, number of attempts at the quiz, and answers for each question.



Note Calculated questions and their answers are not shown in performance reports. Survey performance reports are anonymous and show only students' answers.

- 1 From the *Teach* tab, locate the assessment and click its **ActionLinks** icon.
- 2 Click **View Reports**.

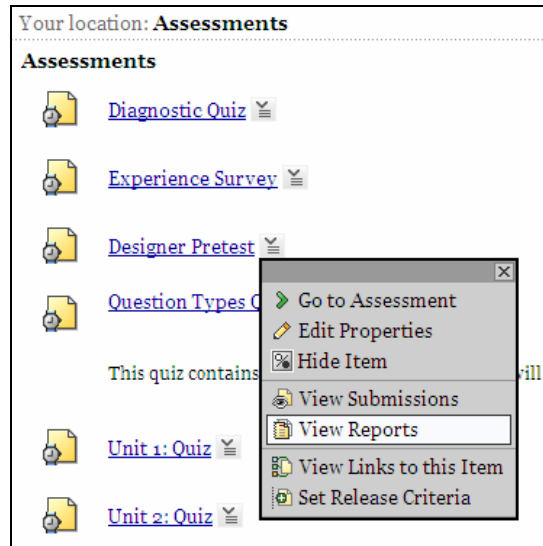


Figure 5: Grading Assessments - View Reports

- 3 From the *Assessment Title* drop-down list, select the *assessment*.
- 4 Under *Select a Report Type*, select *Performance*.
- 5 Click **Run Report**.