

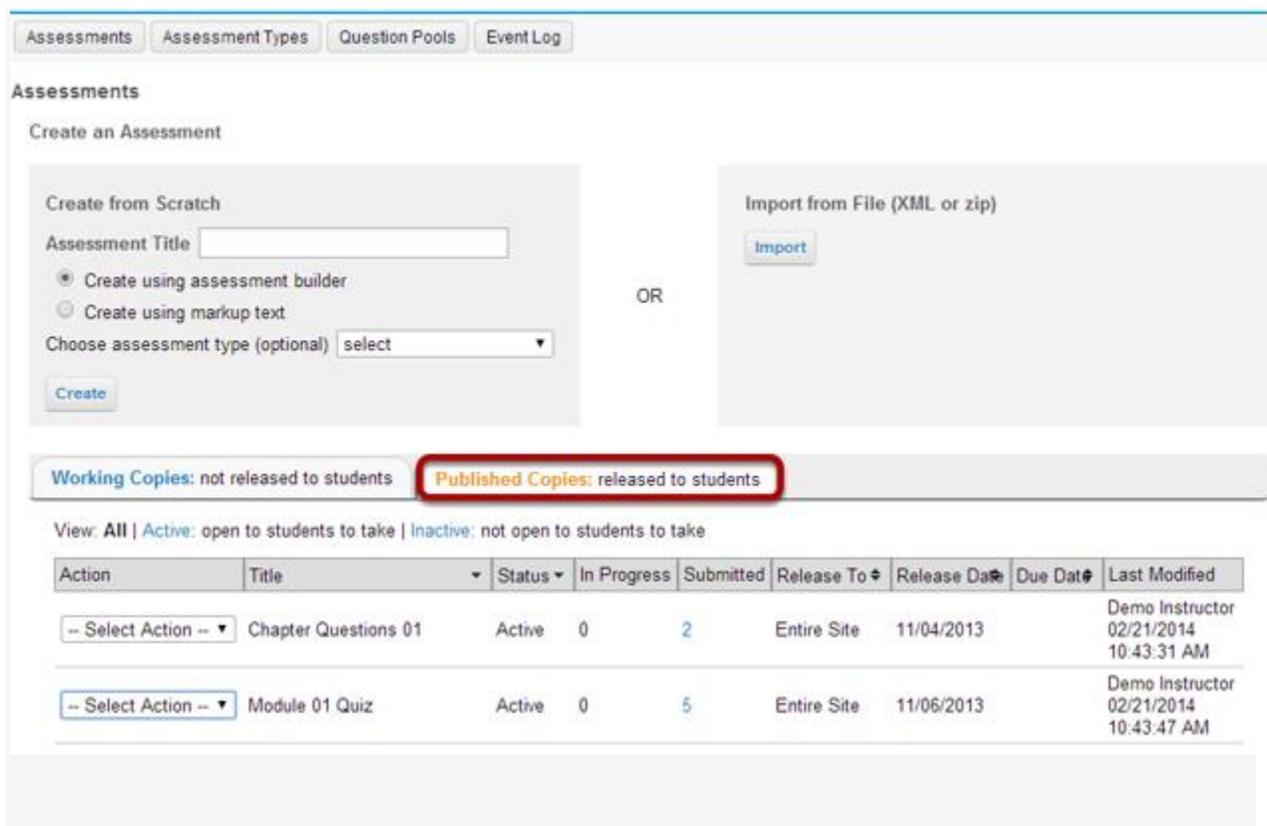
How do I grade Tests & Quizzes?

Most question types in Tests & Quizzes are automatically graded by the system. However, you will need to manually score short answer/essay items, file uploads, and audio recordings. You may also adjust the auto-graded scores, add comments, or give partial credit.

Go to Tests & Quizzes.

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

Select the Published Copies tab.



The screenshot shows the 'Assessments' tool interface. At the top, there are tabs for 'Assessments', 'Assessment Types', 'Question Pools', and 'Event Log'. Below these, the 'Assessments' section is visible, with a sub-section 'Create an Assessment'. This section is divided into two main areas: 'Create from Scratch' and 'Import from File (XML or zip)'. The 'Create from Scratch' area includes a text input for 'Assessment Title', radio buttons for 'Create using assessment builder' (selected) and 'Create using markup text', a dropdown for 'Choose assessment type (optional)' with 'select' chosen, and a 'Create' button. The 'Import from File' area has an 'Import' button. Below the creation options, there are two tabs: 'Working Copies: not released to students' and 'Published Copies: released to students', with the latter being highlighted with a red box. Below the tabs, there is a view filter: 'View: All | Active: open to students to take | Inactive: not open to students to take'. A table lists the assessments:

| Action | Title | Status | In Progress | Submitted | Release To | Release Date | Due Date | Last Modified |
|---------------------|----------------------|--------|-------------|-----------|-------------|--------------|----------|--|
| -- Select Action -- | Chapter Questions 01 | Active | 0 | 2 | Entire Site | 11/04/2013 | | Demo Instructor 02/21/2014 10:43:31 AM |
| -- Select Action -- | Module 01 Quiz | Active | 0 | 5 | Entire Site | 11/06/2013 | | Demo Instructor 02/21/2014 10:43:47 AM |

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Working Copies: not released to students Published Copies: released to students

View: All | Active: open to students to take | Inactive: not open to students to take

| Action | Title | Status | In Progress | Submitted | Release To | Release Date | Due Date | Last Modified |
|--|----------------------|--------|-------------|-----------|-------------|--------------|----------|--|
| -- Select Action -- | Chapter Questions 01 | Active | 0 | 2 | Entire Site | 11/04/2013 | | Demo Instructor 02/21/2014 10:43:31 AM |
| <div style="border: 2px solid red; padding: 2px;"> -- Select Action -- -- Select Action -- Scores Preview Settings Remove </div> | Module 01 Quiz | Active | 0 | 5 | Entire Site | 11/06/2013 | | Demo Instructor 02/21/2014 10:43:47 AM |

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.

Enter score adjustment and comments.

Total Scores: Module 01 Quiz

All questions within this assessment have been automatically scored. This score is displayed under the "Score" column.

Submission Status Total Scores Questions Statistics Item Analysis Export

Max Score Possible: 20
 Apply This Score to all participants with "No Submission".

View: Highest Submission for Entire Site Viewing 1 - 5 of 5 items

Search: Student name or ID Find Clear Show all

| Name | UserID | Role | Submit Date | Time | Score | Adjustment | Final Score | Comments for Student (What's This?) |
|---|---------------|---------|------------------------|--------------|-------|---|-------------|---|
| Student_Fifth Email | demostudent05 | Student | 02/25/2014 06:44:42 AM | 2 min 32 sec | 17 | <input type="text" value="0.0"/> | 17 | |
| Student_First Email | demostudent01 | Student | 02/21/2014 11:53:28 AM | 45 sec | 8 | <input style="border: 2px solid red;" type="text" value="5.0"/> | 13 | <div style="border: 2px solid red; padding: 5px;">5 bonus points for early submission</div> |
| Student_Fourth Email | demostudent04 | Student | 02/25/2014 06:28:00 AM | 4 min 31 sec | 16 | <input type="text" value="0.0"/> | 16 | |
| Student_Second Email | demostudent02 | Student | 02/25/2014 06:41:40 AM | 2 min 19 sec | 14 | <input type="text" value="0.0"/> | 14 | |
| Student_Third Email | demostudent03 | Student | 02/25/2014 06:37:57 AM | 2 min 12 sec | 13 | <input type="text" value="0.0"/> | 13 | |

* This assessment allows multiple submissions and has been configured to record the highest score under Settings.

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.
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.

Grade by student.

The screenshot shows a web interface for managing assessment scores. At the top, there are navigation tabs: Assessments, Assessment Types, Question Pools, and Event Log. Below this, the title is 'Total Scores: Module 01 Quiz'. A message states: 'All questions within this assessment have been automatically scored. This score is displayed under the "Score" column.' There are more navigation tabs: Submission Status, Total Scores, Questions, Statistics, Item Analysis, and Export. Below these, it says 'Max Score Possible: 20' and 'Apply This Score' followed by an input field and the text 'to all participants with "No Submission"'. There is a 'View' dropdown set to 'Highest Submission' for 'Entire Site' and 'Viewing 1 - 5 of 5 items'. A search bar contains 'Student name or ID' with 'Find' and 'Clear' buttons. The main table has columns: Name, UserID, Role, Submit Date, Time, Score, Adjustment, Final Score, and Comments for Student (What's This?). The first row is highlighted with a red box around the name 'Student_Fifth'. The 'Adjustment' column has input fields with '0.0' entered. The 'Comments for Student' column has text boxes, with the second row containing '5 bonus points for early submission'. At the bottom, there is a note: '* This assessment allows multiple submissions and has been configured to record the highest score under Settings.' and 'Update' and 'Cancel' buttons.

| Name▲ | UserID | Role | Submit Date | Time | Score | Adjustment | Final Score | Comments for Student (What's This?) |
|---|---------------|---------|------------------------|--------------|-------|----------------------------------|-------------|-------------------------------------|
| Student_Fifth | demostudent05 | Student | 02/25/2014 06:44:42 AM | 2 min 32 sec | 17 | <input type="text" value="0.0"/> | 17 | |
| Student_First Email | demostudent01 | Student | 02/21/2014 11:53:28 AM | 45 sec | 8 | <input type="text" value="5.0"/> | 13 | 5 bonus points for early submission |
| Student_Fourth Email | demostudent04 | Student | 02/25/2014 06:28:00 AM | 4 min 31 sec | 16 | <input type="text" value="0.0"/> | 16 | |
| Student_Second Email | demostudent02 | Student | 02/25/2014 06:41:40 AM | 2 min 19 sec | 14 | <input type="text" value="0.0"/> | 14 | |
| Student_Third Email | demostudent03 | Student | 02/25/2014 06:37:57 AM | 2 min 12 sec | 13 | <input type="text" value="0.0"/> | 13 | |

If you would like to grade an individual student submission, click on the student's name.

View and enter grades/comments for the individual student.

Assessments | Assessment Types | Question Pools | Event Log

Fifth Student

Submission Status | Total Scores | Questions | Statistics

Module 01 Quiz

Comments for Student: 

Table of Contents

[Part 1 - - 20/20 Answered Questions, 17.0/ 20.0 Points](#)

- [1. About _____ percent of Earth's surface is covered by water. 1.0 Points](#)
- [2. The average depth of the ocean is about _____. 1.0 Points](#)
- [3. The world ocean. 1.0 Points](#)
- [4. Earth is about 1.0 Points](#)
- [5. In the scientific method, scientific theories: 1.0 Points](#)
- [6. Life on Earth most probably evolved: 1.0 Points](#)
- [7. The ocean originated from: 1.0 Points](#)
- [8. Evidence suggests the universe began about 13.7 billion years ago in a: 1.0 Points](#)
- [9. The first life forms on Earth arose: 1.0 Points](#)
- [10. About 1.5 billion years ago, oxygen began to accumulate as a byproduct of _____, drastically changing the composition of the Earth's atmosphere. 1.0 Points](#)
- [11. All of the following statements are true about the formation of our solar system and planet EXCEPT: 1.0 Points](#)
- [12. The primary physical property that sorts the Earth, ocean, and atmosphere is _____. 1.0 Points](#)
- [13. The hypothesis that best explains how the universe was formed is called the _____. 1.0 Points](#)
- [14. Which of the following voyages would qualify as the first 100 percent pure scientific oceanographic expedition? 1.0 Points](#)
- [15. Which of the following men was the first to publish a reasonably accurate chart of an ocean current, specifically the Gulf Stream? 1.0 Points](#)
- [16. Polynesian navigators depended on _____ for accurate navigation. 1.0 Points](#)
- [17. The word "oceanography" was first coined in association with: 1.0 Points](#)
- [18. A\(n\) _____ is a graphic representation that depicts information about the ocean and ocean features including depth. 1.0 Points](#)
- [19. The first person to develop a picture of the large-scale wind and current systems of the Earth was: 1.0 Points](#)
- [20. Contributions by early Chinese scientists and philosophers include: 1.0 Points](#)

Part 1 of 1

Question 1 of 20:  / 1.0 Points

About _____ percent of Earth's surface is covered by water

A. 71
 B. 90
 C. 88
 D. 90

Answer Key: A

Comments for Student: 

Attachments
No Attachment(s) 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.

Question 20 of 20: / 1.0 Points

Contributions by early Chinese scientists and philosophers include:

-
-
-
-

- A. developing seagoing methods that allowed them to stay at sea for nearly four months
- B. retrofitting their ships with multi-masts to sail more efficiently with changing winds
- C. designing and developing rudders and watertight compartments
- D. all of the above

Answer Key: D

Comments for Student:

Attachments
No Attachment(s) yet

[Add Attachments](#)

[Email Fifth](#)

Update

Cancel

Be sure to scroll down to the bottom and click **Update** to save your changes!

Grade by question.

OCE101 001 SU14: Tests & Quizzes

Assessments Assessment Types Question Pools Event Log

Total Scores: Chapter Questions 01

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 Student name or ID Find Clear

If you prefer to grade all of the student submissions for one question at a time, click on the **Questions** link in the assessment menu.

Select the question and enter grades/comments.

Assessments | Assessment Types | Question Pools | Event Log

Part 1: Question 10 (Chapter Questions 01)

Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export

Part 1: Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | **Q10** **1**

Part 1: Question 10 - Short Answer/Essay (1.0 Point)
In your opinion, where does the future of marine science lie?

Responses

View: Highest Submission with Responses Displayed Inline for Entire Site

Search: Student name or ID Find Clear **2**

Viewing 1 - 2 of 2 items **3** y all

| Name | UserID | Role | Date | Score | Student Response | Comments for Student (What's This?) |
|---|---------------|---------|------------|-------|---|--|
| Student First Email | demostudent05 | Student | 02/24/2014 | 0.5 | In the future, marine scientists will live in bubble houses at the bottom of the ocean and talk to dolphins. | Provide more detail please. Add Attachments |
| Student First Email | demostudent01 | Student | 02/21/2014 | 1.0 | The universities and institutions mentioned above are faced with rising expenses and falling budgets; each must do more with less. Economical remote sensing devices, where appropriate, will continue to supplant on-site gathering of data. Satellite imagery and autonomous robots are more expensive to make and deploy, but because of multi-use designs, their return per dollar may be much higher in the long run. Some seasick scientists may be replaced by stationary technicians reading computer-generated graphs, but I am still confident that on-site researchers will always be needed. Whatever happens, I am reasonably certain that 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. The future will be what we make it. | Good! Add Attachments |

[Update](#) [Cancel](#)

All of the student responses will be displayed by question. To grade by question:

1. Select the question number that you would like to grade from the list of question numbers at the top.
2. Enter the score for each student for the selected question.
3. Enter comments and/or add an attachment in the **Comments for Student** column if desired.

Save your changes.

[Update](#) [Cancel](#)

Be sure to scroll down to the bottom and click **Update** to save your changes!