



## **Assessment: Assigning and Managing Grades With the Assessment Manager**

When a student submits an assessment, responses are automatically graded, except for questions requiring a paragraph answer. Grades are automatically added to the Grade Book for the assessment.

You will need to grade an assessment manually if it includes a paragraph question.

You can manually grade questions in two ways:

- grade by student
- grade by question

### **Grading Assessments by Student**

When you grade assessments by student, you grade each student's entire submission for the assessment individually.

#### **To grade an assessment by student:**

1. In the Teach tab, under Instructor Tools, click **Assessment Manager**.
2. Click the **Not Graded** tab. All ungraded or partially graded quizzes are displayed.

Each row contains one student's submission for a specific assessment. The *Attempt* column indicates the attempt number.

Graded		Not Graded		Not Submitted		All	
Title	Name	Attempt	Partial Score	Time			
Biology Quiz	Student 8049	View Attempt 1	10	00:00:16			

- For the submission that you want to grade, click **View Attempt 1** (or whichever attempt is recorded) to display the assessment questions and the student's answers. Any automatically graded questions display the grade.
- For each question, enter or override the score and add comments.

**3. Darwin and Linnaeus**

In 500 words, describe the contributions of Darwin and Linnaeus to modern biology.

Student Linnaeus' system of taxonomic classification set the stage for Darwin's theo  
Response: because...

Correct Answer Linnaeus' system of taxonomic classification set the stage for Darwin's theo  
because it focused on the relatedness of species to one another...

Score:  / 10

Comments for student:

- If you want, you can also adjust the total quiz score and add general comments for the student.
- Document any changes in the grades in the Audit Log Comments text box. These comments can be retrieved at a later point from the Grade Book, and are useful in case of grade challenges or related issues.
- Click **Update Grade**.
  - Note:** You can re-grade assessments from the Graded tab. For instance, you may need to re-grade a quiz if a student successfully defends an incorrect response or if a question was originally scored incorrectly.

## Grading by Question

You can grade assessments by question to see each student's answer to the same question in succession. You can hide student names for answers to be anonymous.

### To grade by question:

1. From the Assessment Manager screen, click the **Not Graded** tab to show all partially graded or ungraded assessments.
2. Click the linked assessment title that contains the question you want to grade.

**Note:** There may be multiple instances of the same quiz; choose any instance.

3. From the ActionLinks menu of the question you want to grade, click **Grade all attempts of this question**. A list of student names appears.

Title	Points	Type
1. Carbon Dioxide Residence Time	10	Multiple Choice
2. The Greenhouse Effect	10	True False
3. Darwin and Linnaeus	10	Paragraph
<b>Total Points:</b>	<b>30</b>	

Preview

Grade all attempts of this question

4. Click **Hide Names** to replace student names with numbers.

5. For the first student, click **Attempt 1** (or whatever attempt number it is). The View Question Attempt screen appears.

Name	Attempt	Score	Status
Student 0008	Attempt 1	--	Not graded
Student 0007	Attempt 1	--	Not graded

6. In the Score text box, enter the grade. Enter comments if desired.
7. Click **Save and View Next Attempt**. To view the next attempt without saving the current, click **View Next Attempt**.

8. When all attempts are graded, click **Done**.

View Attempt 1 of 1

Student 0008 | Display Names

**Darwin and Linnaeus**  
In 500 words, describe the contributions of Darwin and Linnaeus to modern biology.

Student Response: Linnaeus' system of taxonomic classification set the stage for Darwin's theory of natural selection because...

Correct Answer: Linnaeus' system of taxonomic classification set the stage for Darwin's theory of natural selection because it focused on the relatedness of species to one another...

Score:  / 10

Comments for student: You did a good job of explaining the basics, but you could have gone into more detail.

Save and View Next Attempt | View Next Attempt | View Member List

**Done**

## Modifying Grades

You can modify the overall grade for an assessment on a per-student basis.

**IMPORTANT** Modifying the grade for an entire assessment overrides scores given to individual questions.

### To modify an overall grade:

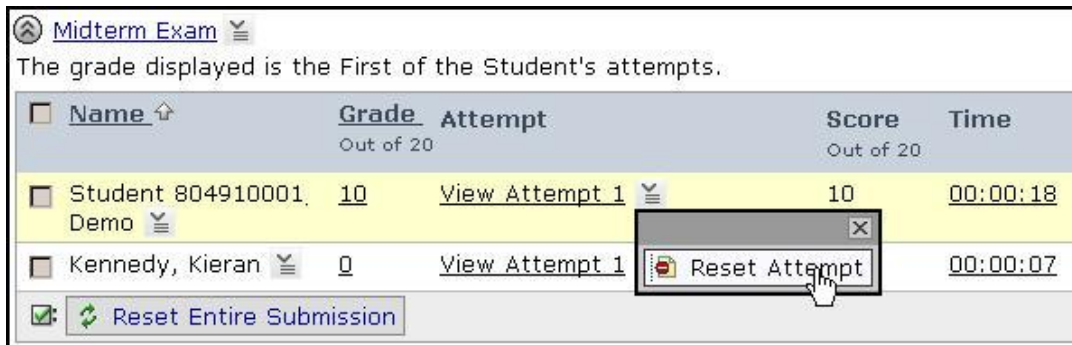
1. From the Assessment Manager screen, click the **Graded** tab.
2. Expand the assessment you want to modify. A list of students appears.
3. Under Grade, click the grade that you want to modify. The Modify Grade pop-up screen appears.
4. In the Grade text box enter a new grade.
5. In the Audit Log Comments text box, enter comments about the change.
6. Click **Save**. The Graded tab appears displaying the new grade. The old grade appears in parentheses.

## Allowing Students to Retake Assessments

You can give students an opportunity to take an assessment a second time by resetting the previous attempt. For example, if a student experiences technical problems while taking the quiz, you can reset the submission and re-release the quiz attempt to the student.

### To reset attempts:

1. From the Assessment Manager screen, click the tab that contains the assessment you want to reset.
2. Expand the assessment.
3. Do one of the following:
  - a. To reset a specific student's attempt, locate the row for the student, expand the ActionLinks menu for an attempt, and click **Reset Attempt**.
  - b. To reset all attempts, click **Reset Entire Submission**.



The screenshot shows the 'Midterm Exam' assessment page. It includes a table with columns for Name, Grade (Out of 20), Attempt, Score (Out of 20), and Time. The table lists two students: 'Student 804910001, Demo' with a grade of 10 and a time of 00:00:18, and 'Kennedy, Kieran' with a grade of 0 and a time of 00:00:07. A tooltip for the 'Reset Attempt' button is visible over the 'View Attempt 1' link for Kennedy, Kieran. At the bottom of the table, there is a 'Reset Entire Submission' button.

Name	Grade Out of 20	Attempt	Score Out of 20	Time
Student 804910001, Demo	10	View Attempt 1	10	00:00:18
Kennedy, Kieran	0	View Attempt 1		00:00:07

Reset Entire Submission