

# Mastering the Grade Center

## Workshop Handout

Information Technology Services Centre  
The Chinese University of Hong Kong

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# Mastering the Grade Center

## Workshop Handout

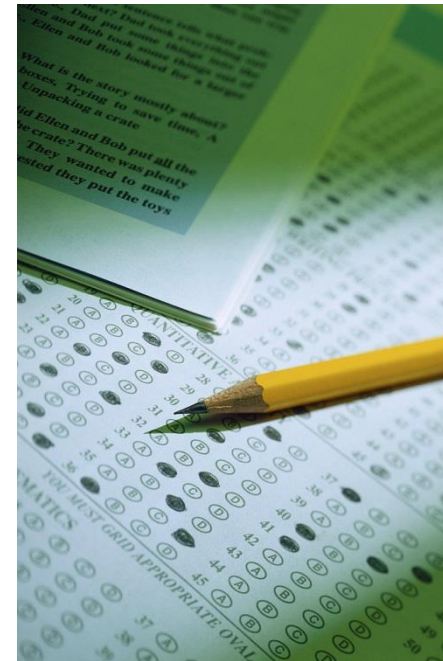
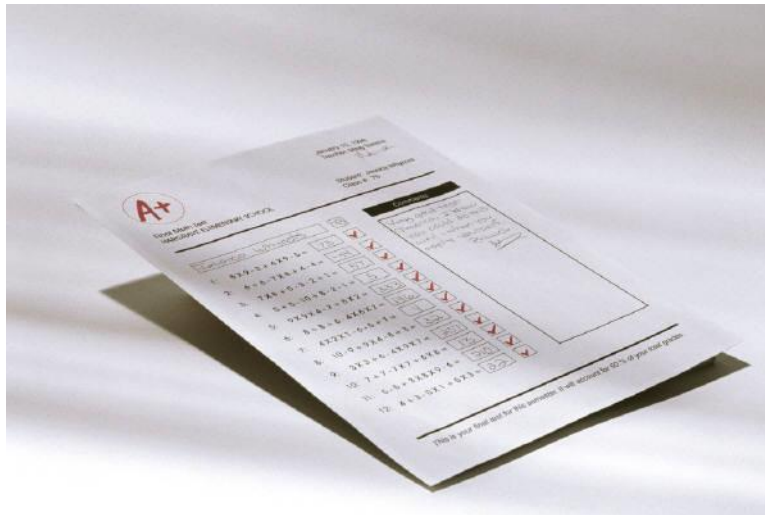
A) Exploring the Grade Center

# Exploring the Grade Center

## Getting Started with the Grade Center

### Grade Center

- Definition:
  - A dynamic and interactive tool, allowing you to **record data**, **calculate grades**, and **monitor student progress**



# Exploring the Grade Center

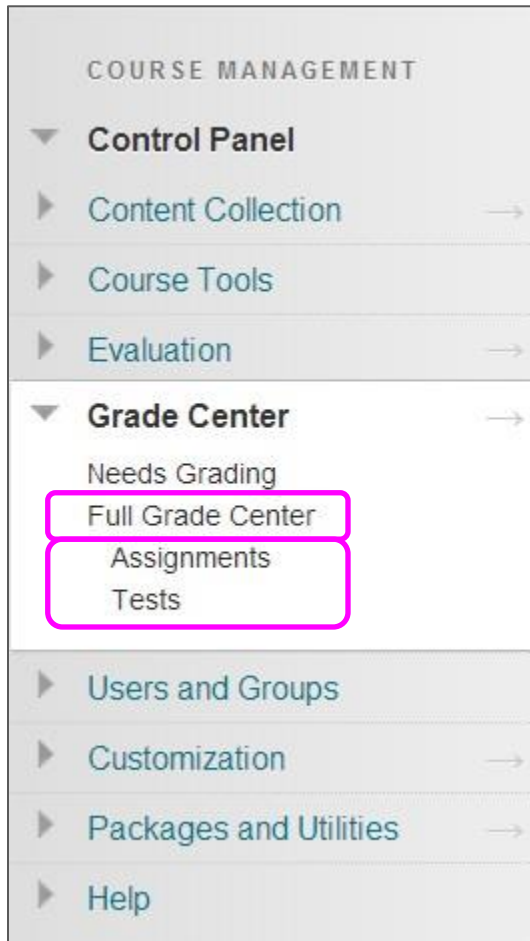
## Getting Started with the Grade Center

### What you can do in Grade Center...

- **provide and manage your students' grades** for assignments, tests, discussion posts, journals, blogs, and wikis.
- **create grade columns for any activities or requirements you want to grade**, such as special projects, participation, or attendance.
- determine which assigned grades to **show to your students in My Grades**
- **generate reports**

# Exploring the Grade Center

## Getting Started with the Grade Center



### Full Grade Center

The Full Grade Center link **displays all columns and rows** in the Grade Center and is the default view of the Grade Center.

### Smart View

The Smart View links appear as an indented list below Full Grade Center. A Smart View is a focused look at the Grade Center and shows only the data that matches a set of criteria.

For example, the default **Assignments Smart View displays only assignment columns**. You can create customized Smart Views and remove unneeded Smart Views. Click a Smart View link to open the Grade Center using that view.

# Exploring the Grade Center

## Getting Started with the Grade Center

**Grade Center : Full Grade Center**

1) **Action bar:** Create Column, Create Calculated Column, Manage, Reports, Filter, Work Offline

2) **Grade Information Bar:** Move To Top, Email, Possible: 40 | Test | Test 1, Sort Columns By: Layout Position, Order: Ascending

Last Name	First Name	Availability	Weighted Total	Total	Test 1
BB2	Student001	Available	--	40.00	
BB2	Student003	Available	--	40.00	
BB2	Student004	Available	--	40.00	
BB2	Student002	Available	--	30.00	
BB2	Student005	Available	--	--	
BB2	Student006	Available	--	--	
BB2	Student007	Available	--	--	
BB2	Student008	Available	--	--	
BB2	Student009	Available	--	--	
BB2	Student010	Available	--	--	

3) **Action Links from Menus:** Quick Column Information, Edit Test, Grade Attempts, Grade with User Names Hidden, Attempts Statistics, Download Results, View All Attempts, Grade Questions, Item Analysis, View Grade History, Edit Column Information, Column Statistics, Set as External Grade, Hide from Students (on/off), Clear Attempts for All Users

1) **Action bar:** Rows preceding the grid information containing functions and drop-down lists specific to the current page, such as **Create Column, Manage, Filter, Email, Sort Columns By,** and **Order.**

2) **Grade Information Bar:** Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the action bar. In this same row, you can view when data was last saved.

3) **Action Links from Menus:** A contextual menu displays options that are available and specific for that item.



# Exploring the Grade Center

## Getting Started with the Grade Center

**Grade Center : Full Grade Center**

Create Column    Create Calculated Column    Manage    Reports    Filter    Work Offline

Move To Top    Email    Sort Columns By: Layout Position    Order: ▲ Ascending

Grade Information Bar    Possible: 40 | Test | Test 1    Last Saved: June 18, 2013 2:30 PM

Last Name	First Name	Availability	Weighted Total	Total	Test 1
BB2	Student001	Available	--	40.00	40.00
BB2	Student003	Available	--	40.00	40.00
BB2	Student004	Available	--	40.00	40.00
BB2	Student002	Available	--	30.00	30.00
BB2	Student005	Available	--	--	--
BB2	Student006	Available	--	--	--
BB2	Student007	Available	--	--	--
BB2	Student008	Available	--	--	--
BB2	Student009	Available	--	--	--
BB2	Student010	Available	--	--	--

Selected Rows: 0

Move To Top    Email    **Icon Legend**    **Edit Rows Displayed**

### 4) Icon Legend:

Explanation of the symbols used in the columns and cells.

- User Unavailable
- Column Not Visible to Users
- Completed
- Needs Grading
- Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating
- Anonymous Grading is enabled for this item

### 5) Edit Rows Displayed:

You can change the number of rows appearing in the grid. In the box, type a number between 5 and 50, and click **Go**.

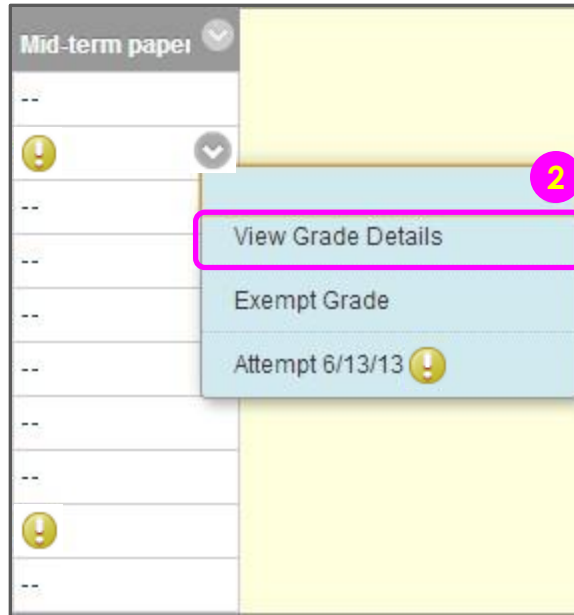
# Mastering the Grade Center


## Workshop Handout

B) Grading Assignments and Tests

# Grading Assignments and Tests

## View Grade Details (Assignment)



- 1) Access **Assignments** under **Full Grade Center**.
- 2) Access the **Grade Details** page from the contextual menu  for the assignment listed in the Grade Center.

# Grading Assignments and Tests

## View Grade Details (Assignment)

User **Student002 BB2 (student002)** < > Column **Mid-term paper (Assignment)** < >

**Current Grade:** **Needs Grading** ! out of 10 points **Exempt**

Grade based on Last Graded Attempt

Due: None

Calculated Grade

**View Attempts**

**Attempts**

Manual Override

Column Details

Grade History

Delete Last Attempt ▾ Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jun 13, 2013 11:41:37 AM	Jun 13, 2013 11:41:37 AM (Needs Grading)	!			<b>Grade Attempt</b> <b>Clear Attempt</b> <b>Ignore Attempt</b> <b>Edit Grade</b>

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not accounted again the maximum number of attempts).

**Allow Additional Attempt**

Icon Legend


←Return to Grade Center

- On the **Attempts** tab, you can view each attempt's submission date, feedback, and grading notes. Use **View Attempts** to successively view each attempt in detail.
- For each attempt, you can **Grade Attempt**, **Clear Attempt** to remove it, or **Ignore Attempt** to keep it but omit the score from Grade Center calculations and not count it toward the number of allowed attempts. Assignment attempts also have an **Edit Grade** function.
- If a student submits the maximum number of attempts, the **Allow Additional Attempt** function appears so that you can permit another submission.

# Grading Assignments and Tests

## Exempt Grades

Teacher/TA can exempt students (e.g. guest/auditor/sit-in students) from any grade item in the Grade Center. Existing grades that have been exempted are not deleted but are ignored in all total and statistical or total grade calculations.

- 1) From the Grade Center, access an item's contextual menu. Select **Exempt Grade**. It will display an **Exempted icon**  in the cell of the exempted grade.

Move To Top
Email

Sort Columns By: Layout Position
 Order: ▲ Ascending

Grade Information Bar
Last Saved: June 14, 2013 3:11 PM

<input type="checkbox"/>	Last Name	First Name	Last Access	Availability	Weighted Total	<input checked="" type="checkbox"/> Total	Test 1	Mid-term paper
<input type="checkbox"/>	BB2	Student001	April 12, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student002	June 13, 2013	Available	--	30.00	30.00	--
<input type="checkbox"/>	BB2	Student003	April 25, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student004	April 12, 2013	Available	--	40.00	40.00	--
<input type="checkbox"/>	BB2	Student005		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student006		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student007		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student008		Available	--	--	--	--
<input type="checkbox"/>	BB2	Student009	June 14, 2013	Available	--	--	--	
<input type="checkbox"/>	BB2	Student010	April 25, 2013	Available	--	--	--	--

Selected Rows: 0
Icon Legend

Move To Top
Email

Edit Rows Displayed

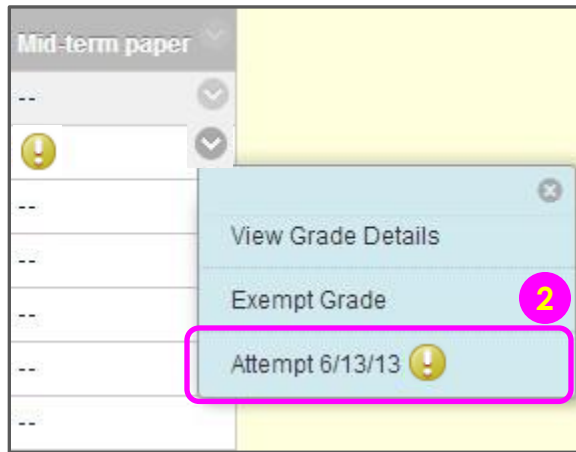
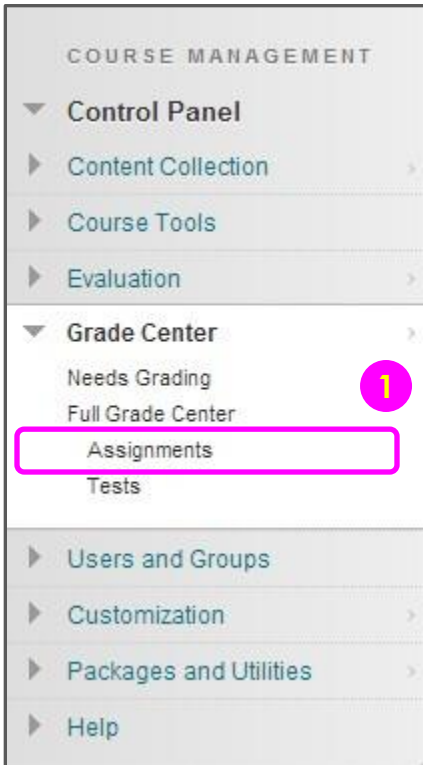
✕

View Grade Details

Exempt Grade 1

# Grading Assignments and Tests

## Inline Assignment Grading



- 1) Access **Assignment** under **Full Grade Center**.
- 2) Access the **Attempt** from the contextual menu for the assignment listed in the Grade Center.

# Grading Assignments and Tests

## Inline Assignment Grading

Assignment Instructions

1 of 2

Assignment Details

GRADE  
Last Graded Attempt

0/10

Attempt  
7/15/14 2:41 PM

FEEDBACK - SHOWN TO LEARNER

Character count: 0

Cancel Save Draft Submit

SUBMISSION

SAMPLE1100.doc



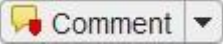


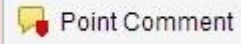
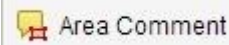
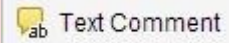

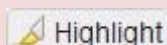
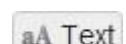


- 3) Review and comment directly in the document.
- 4) From the inline viewer toolbar you can **zoom** the contents of the document in or out, open the annotation tools menu to **comment** in the document, **download** the document and **move** from page to page.
- 5) Grade the submission from the inline grading sidebar. From here you can view the assignment details, the grading rubric and each attempt. You can type an overall grade and grades for each attempt as well as provide **feedback** to your students without leaving the page.

**Notes:**  
 Inline Assignment Grading is available only with submitted files, not for content created using the text editor.

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

# Grading Assignments and Tests

## Inline Assignment Grading

Button	Description
	Zoom out / in. Make the content of the file appear smaller / larger.
 	Expand the list of annotation tools
	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
	View all annotations.
	Add a comment to a specific point in the document.
	Add a comment to a selected area in the document.
	Add a comment to selected text in the document.
	Draw in the document using a pencil tool.
	Highlight selected text in the document.
	Add text to the document.
	Strike out text in the document.
	Move forward / back a page. This button is also available to students when they review their submission.



# Grading Assignments and Tests

## Grading Schema

SCHEMA MAPPING

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row
90 % and Less Than 94%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row

In the Grade Center, when an item is graded, **a numeric score appears in the students' cells by default.** You can choose to display grades in other ways by using grading schemas. **A grading schema takes the actual points scored on a graded item and compares it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores and displays a grade, such as a letter (A, B, C) or text (Pass/Fail).** This information is presented in a table format.

You can associate the default grading schema with an individual or multiple columns in the Grade Center. When you grade items, the grade values (letters) appear in the cells in the Grade Center grid and to students in My Grades. You can choose not to show grades to students when creating or editing a column.

# Grading Assignments and Tests

## Grading Schema

Manage ▾

- Grading Periods
- Grading Schemas**
- Grading Color Codes
- Categories
- Smart Views
- Column Organization
- Row Visibility
- Send Email
- McGraw-Hill Connect Reports
- McGraw-Hill Connect To Do List

### Grading Schemas

Create Grading Schema

Delete

Title ▲

Letter

Delete

- Edit
- Copy
- Delete

- 1) Select **Manage** from action menu then select **Grading Schemas**.
- 2) On the **Grading Schemas** page, click **Create Grading Schema**.
- 3) Enter a name for the Schema.

### SCHEMA INFORMATION

\* Name

Description

# Grading Assignments and Tests

## Grading Schema

SCHEMA MAPPING

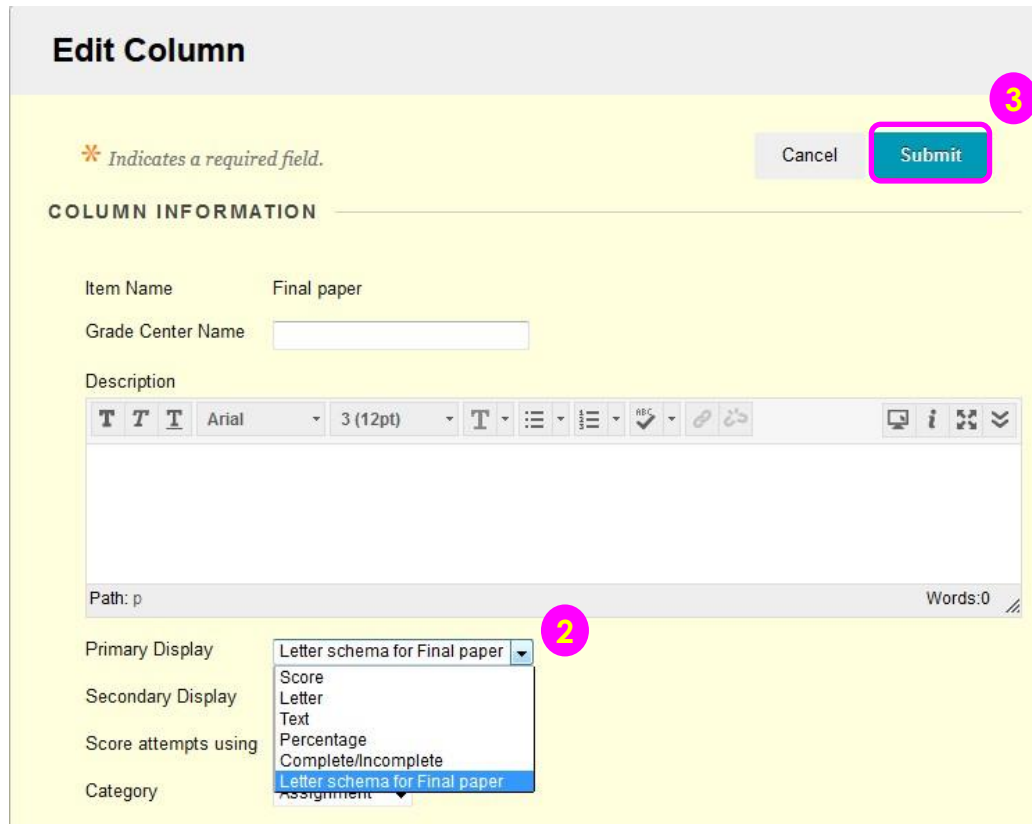
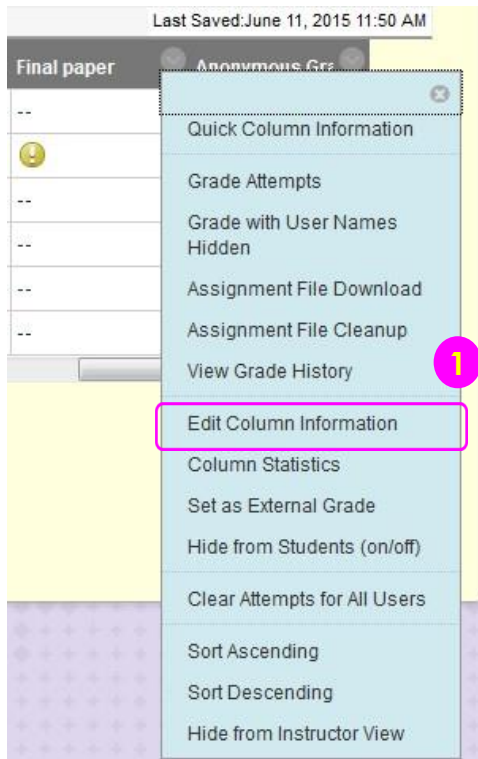
Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
97 % and 100 %	A+	A+	98.5 %
94 % and Less Than 97%	A	A	95 % <a href="#">Delete Row</a>
90 % and Less Than 94%	A-	A-	91.5 % <a href="#">Delete Row</a>
87 % and Less Than 90%	B+	B+	88.5 % <a href="#">Delete Row</a>
84 % and Less Than 87%	B	B	85 % <a href="#">Delete Row</a>
80 % and Less Than 84%	B-	B-	81.5 % <a href="#">Delete Row</a>
77 % and Less Than 80%	C+	C+	78.5 % <a href="#">Delete Row</a>
74 % and Less Than 77%	C	C	75 % <a href="#">Delete Row</a>
70 % and Less Than 74%	C-	C-	71.5 % <a href="#">Delete Row</a>
67 % and Less Than 70%	D+	D+	68.5 % <a href="#">Delete Row</a>
64 % and Less Than 67%	D	D	65 % <a href="#">Delete Row</a>
60 % and Less Than 64%	D-	D-	61.5 % <a href="#">Delete Row</a>
0 % and Less Than 60%	F	F	55 % <a href="#">Delete Row</a>

Insert Rows

- 4) Click the arrow buttons to **insert rows**.
- 5) Type the percentage range for each grade and type the letter, number, or text to display to represent that percentage.
- 6) In the **Will Calculate As** boxes, type the percentage values to be used if a grade is provided manually. This percentage must fall in between the range of percentages for automatically scored columns. For example, grades scored manually as A will be calculated as 95.
- 7) Click **Submit** to confirm the changes.

# Grading Assignments and Tests

## Associate Grading Schema



- 1) Access the appropriate column's the contextual menu and click **Edit Column Information**.
- 2) On the **Edit Column** page, make a selection in the **Primary Display** drop-down list. If you create a customized grading schema, it appears in the list.
- 3) Click **Submit**.

# Grading Assignments and Tests

## Associate Grading Schema

Assignment Details > [Fullscreen]

**GRADE**  
LAST GRADED ATTEMPT [Pencil icon] /10

**ATTEMPT**  
6/10/15 11:55 AM 9/10 **4**

**FEEDBACK TO LEARNER**

nice.

[Attachment icon] [Checkmark icon] [Font size dropdown] **A**

[Add Notes](#)

Cancel Save Draft **Submit**

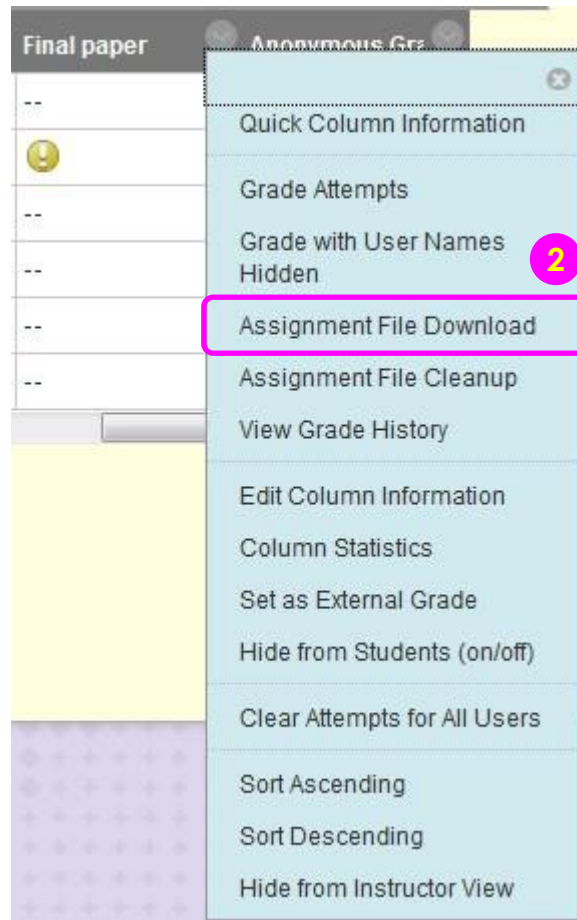



Final paper	[Dropdown arrow]
--	
A-	<b>5</b>
--	
--	
--	
--	

- 4) Numerical grades has to be inputted for grading attempts.
- 5) And the grades will be shown as letter/text accordingly in the Grade Column.

# Grading Assignments and Tests

## Assignment File Download



- 1) In the **Grade Center**, locate the column for the assignment you want to download.
- 2) Access the assignment column's contextual menu  and select **Assignment File Download**.

# Grading Assignments and Tests

## Assignment File Download

**1. Select Users**

<input checked="" type="checkbox"/>	Name	Date	Grade
<input checked="" type="checkbox"/>	student01, student01	Thursday, March 21, 2013 11:20:26 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student02, student02	Thursday, March 21, 2013 11:15:19 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student03, student03	Monday, May 20, 2013 10:31:45 AM CST	Needs Grading
<input checked="" type="checkbox"/>	student05, student05	Monday, July 22, 2013 4:56:10 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student06, student06	Monday, July 29, 2013 11:17:14 AM CST	Needs Grading
	student07, student07		Not Available
<input checked="" type="checkbox"/>	student08, student08	Thursday, August 15, 2013 12:26:33 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student09, student09	Monday, August 19, 2013 6:43:00 PM CST	Needs Grading
<input checked="" type="checkbox"/>	student10, student10	Monday, June 3, 2013 12:29:23 PM CST	Needs Grading

Displaying 1 to 9 of 9 items

**2. Select Files**

Select files to download

Last attempt file  
 All attempt files

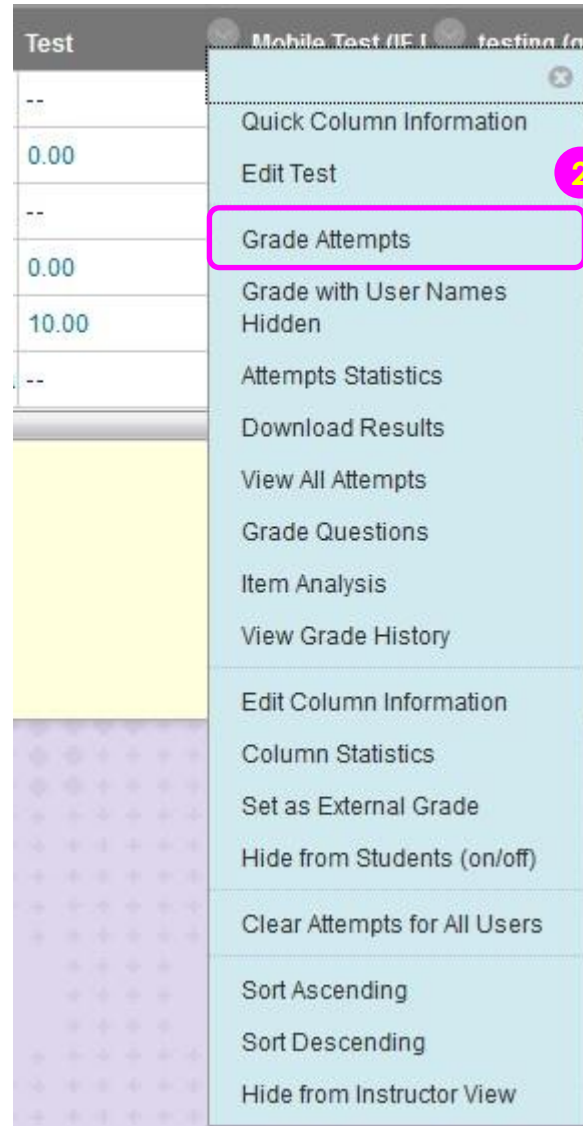
**3. Submit**

Click Submit to proceed. Click Cancel to quit.

- 3) Click **Show All** to see all submitted assignment.
- 4) Select the **check box** in the header bar to choose all available submissions.
- 5) Select files to download.
- 6) Click **Submit**. On the next **Download Assignment** page, click the **Download assignments now** link. In the pop-up window, select **Save File** and click **OK**. Browse to the location where you want to download the file and click **Save**.

# Grading Assignments and Tests

## Grade Attempts (Tests)



- 1) Select the **Tests smart view**.
- 2) Access the test column's contextual menu. Select **Grade Attempts**.



# Grading Assignments and Tests

## Grade Attempts (Tests)

**Test Information** 3

Current Grade 10.0 out of 10 points  
Grade based on Last Evaluated Attempt

Status Completed

Attempt Score 10 out of 10 points

Time Elapsed 0 minute out of 1 minute

Started Date 4/24/15 11:52 AM [Access Log](#)

Submitted Date 4/24/15 11:52 AM

Clear Attempt [Clear Attempt](#)

Edit Test [Edit Test](#)

Instructions

out of 10 points 4

### Question 3: Essay

What is the meaning of life?

Given I believe that...  
Answer:  
Correct [None]  
Answer:

Response Feedback:

**T T T** Arial 3 (12pt) **T** ☰ ☰ ↻ ✍ 🗑 📄 i 🔍 ⌵

Good.

Path: p Words: 1

**Save and Next**

Exit [Save and Exit](#) **Save and Next** 5 < 1 of 2 >

- 3) Expand the Test Information link to view the following information:
  - **Status:** Needs Grading, In Progress, or Completed.
  - **Score:** If the test needs grading, this number is blank.
  - **Time Elapsed:** If you chose the Set Timer option, the time a student spent taking the test is recorded and appears here.
  - **Started Date:** The date the student began.
  - **Submitted Date:** The date the student submitted the test for grading.
  - **Clear Attempt:** Use when you want to give a student another chance to start over on a test.
  - **Submit Attempt:** This function overrides an In Progress test attempt and submits it for grading.
- 4) Type a **score** for each question. You can overwrite scores for questions graded automatically.
- 5) Click **Save and Next** to display the next user.

# Grading Assignments and Tests

## Grade Questions (Tests)

Test

Mobile Test (IE L... testing (ou

Quick Column Information

Edit Test

Grade Attempts

Grade with User Names Hidden

Attempts Statistics

Download Results

View All Attempts

Grade Questions

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

- 1) In the Grade Center, access a test column's contextual menu and select **Grade Questions**.
- 2) You can filter the questions by status: **Graded, Needs Grading, or In Progress**.
- 3) For each question, click the number in the **Responses** column.

Filter Questions by Status Needs Grading Go

**Test Information**

Points Possible: 30

Number of Questions: 3

Instructions: Please submit it by next Thursday.

Time Allowed:

Number of Test Attempts: 2

Edit Test

Grade Responses Anonymously

Preview	Question Text	Question Type	Default Points	Status	Responses
	What is the meaning of life?	Essay	10		2

# Grading Assignments and Tests

## Grade Questions (Tests)

The screenshot displays the grading interface for a question. At the top, the 'Question Information' tab is selected, showing the question text 'What is the meaning of life?' and options to 'Edit Question', 'Edit Test', and 'Give Full Credit'. Below this, a status bar indicates 'Displaying 1 to 2 of 2 items'. The main section shows 'Student 01 (Attempt 1 of 1)' with a 'Score: -' and an 'Edit' button. The student's submission details include a 'Submitted Date' of Jul 18, 2014 12:14:30 PM and a 'Given Answer' of 'I believe that .....'. The 'Score' field is currently empty, and the 'Response Feedback' area contains a rich text editor with various formatting tools. At the bottom, there are 'Path: p' and 'Words: 0' indicators, and 'Cancel' and 'Submit' buttons.

**4** Question Information

Question Text: What is the meaning of life?  
Correct  
Edit Question  
Edit Test  
Give Full Credit

Displaying 1 to 2 of 2 items

**5** Student 01 (Attempt 1 of 1) Score: - Edit

Submitted Date: Jul 18, 2014 12:14:30 PM  
Given Answer: I believe that .....

**6** Score: [ ] out of 10 points

Response Feedback:

Path: p Words: 0

Cancel Submit

- 4) Expand the **Question Information** link to view the question.
- 5) Click **Edit** next to the score for a user.
- 6) Type a grade in the **Score** box. Optionally, add Response Feedback specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor .
- 7) Click **Submit**.

# Mastering the Grade Center

## Workshop Handout

C) Grade with Rubrics

# Grading Assignments and Tests

## About Rubrics

- A rubric is an assessment tool **listing evaluation criteria for an assignment**

**Rubric Detail**  
*You can interact with a rubric to grade in **Grid View** or **List View**. [More Help](#)*

Name: Rubric for assignment 1 Exit

Grid View | List View

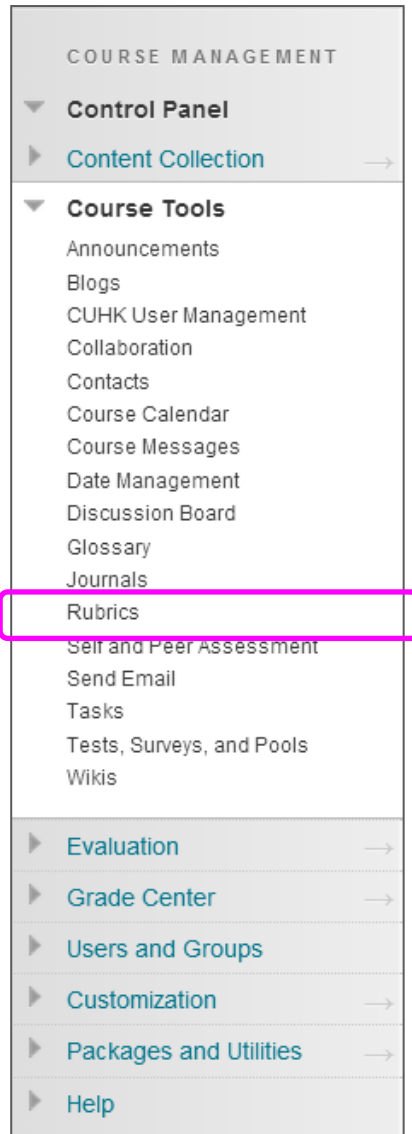
The columns correspond to the level of achievement expressed for each criterion

	Novice	Competent	Proficient
Content	0 (0%)	2 (20%)	4 (40%)
Structure	0 (0%)	1.5 (15%)	3 (30%)
Grammar	0 (0%)	1 (10%)	2 (20%)
Others	0 (0%)	.5 (5%)	1 (10%)

The rows correspond to the various criteria of an assignment Exit

# Grading Assignments and Tests

## Create Rubric



- 1) On the **Control Panel**, expand the **Course Tools** section. Select **Rubrics**.
- 2) Click **Create Rubric**.

# Grading Assignments and Tests

## Create Rubric

### 1. Rubric Information

\* Name

3

### 2. Rubric Detail

Add Row Add Column Rubric Type:   Show Criteria Weight

Levels of Achievement ↕

Criteria   
 4

Edit   
 Delete this row

Competent

Proficient

Content   
 Weight  %

Percent    
    
 abc ✓

Percent    
    
 abc ✓

Percent    
    
 abc ✓

Organization   
 Weight  %

Percent    
    
 abc ✓

Percent    
    
 abc ✓

Percent    
    
 abc ✓

### 3. Submit

Cancel

5

- 3) Type a **Name** for the rubric. The name is the title text that identifies the rubric.
- 4) Click the contextual menu  to **Edit** the rubric grid.
- 5) Click **Submit**.


# Rubrics

## Associate a Rubric

In the **Create Assignment** or **Edit Assignment** page:

- 1) To associate a rubric during the editing or creation process, point to **Add Rubric** to access the drop-down list and choose **Select Rubric** to associate a rubric that you created in the Rubrics area of Course Tools.

### 1. Assignment Information

\* Name and Color   Black

Instructions

Rich text editor toolbar with options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, and insert audio. Below the toolbar is a large text area for instructions. At the bottom left of the text area, it says "Path: p" and at the bottom right, it says "Words:0".


### 2. Assignment Files

Attach File

### 3. Grading

\* Points Possible

Associated Rubrics

  
**Select Rubric**  
Create New Rubric  
Create From Existing

Edited

Show Rubric to Students

### 4. Availability



# Rubrics

## Associate a Rubric

**Select Rubrics**

<input checked="" type="checkbox"/>	Name ▲	Description	Date Last Edited
<input checked="" type="checkbox"/>	Rubric for assignment 1		7/12/13 9:43 AM

Displaying 1 to 1 of 1 items    Show All    Edit Paging...

Selected Rubrics 1

Cancel    **Submit**

Associated Rubrics    Add Rubric ▼

Name	Type	Date Last Edited	Show Rubric to Students
Rubric for assignment 1	Used for Grading	Jul 12, 2013	Yes (With Rubric Scores)

Yes (Without Rubric Scores)  
After Grading  
No

2) Select rubrics.

3) Click **Submit**.

- 4) **Show Rubric to Students** offers four options for rubric visibility:
- **No** does not allow students to view the rubric at any time.
  - **Yes (With Rubric Scores)** allows students to view the rubric when you make the item available, including possible point or percentage values.
  - **Yes (Without Rubric Scores)** allows students to view the rubric when you make the item available, but does not include the possible point or percentage values.
  - **After Grading** allows students to view the rubric only after you have completed grading their submissions.

# Rubrics

## Associate a Rubric

Associated Rubrics				
		Add Rubric ▾		
	Name	Type	Date Last Edited	Show Rubric to Students
  	Rubric for assignment 1	 Used for Grading	Jul 12, 2013 9:43:57 AM	 Yes (With Rubric Scores)



**Remove Rubric Association** severs the connection to a rubric, but does not delete the rubric itself. If you already used the rubric for grading in this assignment, removing the association also removes those evaluations and the attempts need to be regraded.



**View Rubric** opens a preview that you cannot edit, with a link to view associated items and print the rubric.



**Edit Rubric** opens the associated rubric to allow for immediate editing. If you already used the rubric for grading, you cannot edit it.

# Rubrics

## Grade with a Rubric

Access the gradable item in the **Grade Center**.


1) Click **Rubric**.

The screenshot displays a document viewer on the left side of the screen, showing a document titled "About Mars" by Peter Chen. The document text describes Mars as the fourth planet from the Sun and the second smallest planet in the Solar System. It mentions that Mars is named after the Roman god of war and is often described as the "Red Planet" due to its reddish appearance. The text also discusses Mars's atmosphere, surface features, and its two moons, Phobos and Deimos. A pink circle with the number 1 highlights the "RUBRIC FOR ASSIGNMENT 1" link in the "GRADE BY RUBRIC" section of the sidebar. The sidebar also shows the "GRADE" section with a score of /10 and the "Attempt" section with a date and time of 7/4/14 5:55 PM and a score of /10. Below the "GRADE BY RUBRIC" section is a "FEEDBACK - SHOWN TO LEARNER" section with a text input field and a "Character count: 0" indicator. At the bottom of the sidebar are "Cancel", "Save Draft", and "Submit" buttons.

# Rubrics

## Grade with a Rubric

**GRADE BY RUBRIC**

RUBRIC FOR ASSIGNMENT 1 Used for Grading 

Show Descriptions  Show Feedback

**2**

**CONTENT** --

**Novice** 0 (0%) points

**Competent** 2 (20%) points

**Proficient** 4 (40%) points

**ORGANIZATION** --

**Novice** 0 (0%) points

**Competent** 1.5 (15%) points

**Proficient** 3 (30%) points

**GRAMMAR** --

**Novice** 0 (0%) points

**Competent** 1.5 (15%) points


**Proficient** 3 (30%) points

**3**

**Raw Total: 0.00 (of 10.0)**

**Change the number of points out of 10.0 to:**

Feedback: Students will not see this feedback unless you set the rubric grading score to be visible to the students.

abc 

**4**

Text Editor Cancel **Save Rubric**

- 2) Click a cell to apply that point value to the grade. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.
- 3) A running **Raw Total** score appears as you make point selections. Optionally, type a score in the **Change the number of points box** to override the selected score, and type **overall Feedback** to the student using the full features of the content editor.
- 4) Click **Save Rubric** to save the score and feedback and return to the attempt.

# Mastering the Grade Center

## Workshop Handout

D) Managing the Grade Center

# Managing the Grade Center

## Create Column

### Grade Center : Full Grade Center

Create Column
Create Calculated Column ▾
Manage ▾
Reports ▾
Filter
Work Offline ▾

#### COLUMN INFORMATION

\* Column Name  2

Grade Center Name

Description

T T T
Arial ▾
3 (12pt) ▾
T ▾
☰ ▾
☰ ▾
ABC ▾
🔗
🔗
🖨
i
🔄
⏴

Path: p Words:0

Primary Display  3

Secondary Display

Category

\* Points Possible  4

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

- 1) In the Grade Center, click **Create Column** on the action bar.
- 2) On the Create Grade Column page, type a brief, descriptive **Column Name**.
- 3) Make a selection in the **Primary Display** drop-down list. The selection is the grade format shown in the **Grade Center** and to students in **My Grades**.
- 4) In the **Points Possible** box, type the total points. Entries must be numeric.

# Managing the Grade Center

## Create Column

**OPTIONS** 5

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

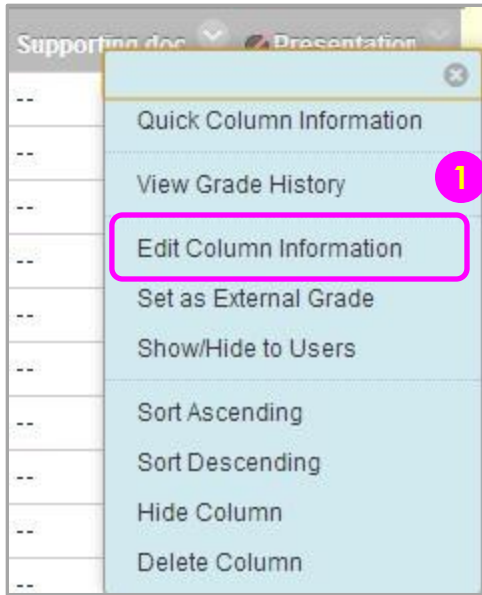
Show Statistics (average and median) for this column to Students in My Grades  Yes  No

6

- 5) Select the Options.
- **Include this Column in Grade Center Calculations:** Select Yes to make the column available for potential inclusion when creating calculated columns.
  - **Show this Column to Students:** Select Yes to display the column to students in My Grades.
  - **Show Statistics (average and median) for this Column to Students in My Grades:** Select Yes to include statistical information with the grade value when shown to students.
- 6) Click **Submit**.

# Managing the Grade Center

## Edit Column Information



**COLUMN INFORMATION**

\* Column Name

Grade Center Name

Description

**T** **T** **T** Arial  **T** **≡** **≡** **ABC** **↻** **↻** **↻** **↻**

Path: p Words:0

Primary Display

Secondary Display

Category

\* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students

---

**OPTIONS**

Include this Column in Grade Center Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

1) Access the contextual menu. Select **Edit Column Information**.

You can change:

- Whether students see the column results in My Grades
- The grade display in the Primary and Secondary Display drop-down lists.
- Which attempt is used as the score in the Grade Center
- Etc.



# Managing the Grade Center

## Column Organization

- 1) In the Grade Center, point to **Manage** on the action bar to access the drop-down list. Select **Column Organization**.

The screenshot displays the 'Grade Center : Full Grade Center' interface. The top navigation bar includes 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. The 'Manage' dropdown menu is open, listing options: Grading Periods, Grading Schemas, Grading Color Codes, Categories, Smart Views, Column Organization, Row Visibility, and Send Email. The 'Column Organization' option is highlighted with a pink box. A pink circle with the number '1' is placed next to the 'Column Organization' option. Below the menu, a table shows student data with columns for 'Last Name', 'First Name', and 'Last Access'. A 'Total' column is also visible on the right side of the table.

Last Name	First Name	Last Access	Total
BB2	Student001	June 21, 2013	40.00
BB2	Student002	June 20, 2013	30.00
BB2	Student003	June 20, 2013	40.00
BB2	Student004	April 12, 2013	40.00

# Managing the Grade Center

## Column Organization

→ Show/Hide Change Category to... Change Grading Period to...

☰ Shown in All Grade Center Views

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

---

☰ Not in a Grading Period

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	60 (may vary by student)
<input type="checkbox"/> Test 1	Not in a Grading Period	Test	None	Apr 12, 2013	40
<input type="checkbox"/> Mid-term paper	Not in a Grading Period	Assignment	None	Jun 13, 2013	10
<input type="checkbox"/> Presentation	Not in a Grading Period	No Category	None	Jun 28, 2013	10

→ Show/Hide Change Category to... Change Grading Period to...

Cancel **Submit**

- 2) **Rearrange** the order of the columns quickly using the **drag-and-drop** function.
- 3) Columns in gray are frozen in place on the left side of the Grade Center, so they do not move while scrolling through other columns. Drag grade item above the grey bar to make them frozen.
- 4) Click **Show/Hide** to select the grade item which you want to show/hide.
- 5) Click **Submit** to confirm the changes.

**Notes:** If you want to hide grade column from student view, you have to use another option **Show/Hide to Users** from column contextual menu instead.

# Grading Assignments and Tests

## Email

Cancel **Submit** 6

**1. Email Information**

To 01, Student, 02, Student

Additional Recipients (Bcc)

From Wendy Ng

Subject 3

Message 3

Include list of recipients  
 A copy of this email will be sent to the sender. 4

Attachments  5

Move To Top Email 1

Grade Information Bar

<input type="checkbox"/>	Name	First Name
<input checked="" type="checkbox"/>	BB2	Student001
<input checked="" type="checkbox"/>	BB2	Student002
<input checked="" type="checkbox"/>	BB2	Student003
<input checked="" type="checkbox"/>	BB2	Student004
<input type="checkbox"/>	BB2	Student005
<input type="checkbox"/>	BB2	Student006
<input type="checkbox"/>	BB2	Student007
<input type="checkbox"/>	BB2	Student008
<input type="checkbox"/>	BB2	Student009
<input type="checkbox"/>	BB2	Student010

Selected Rows: 4

Move To Top Email 2

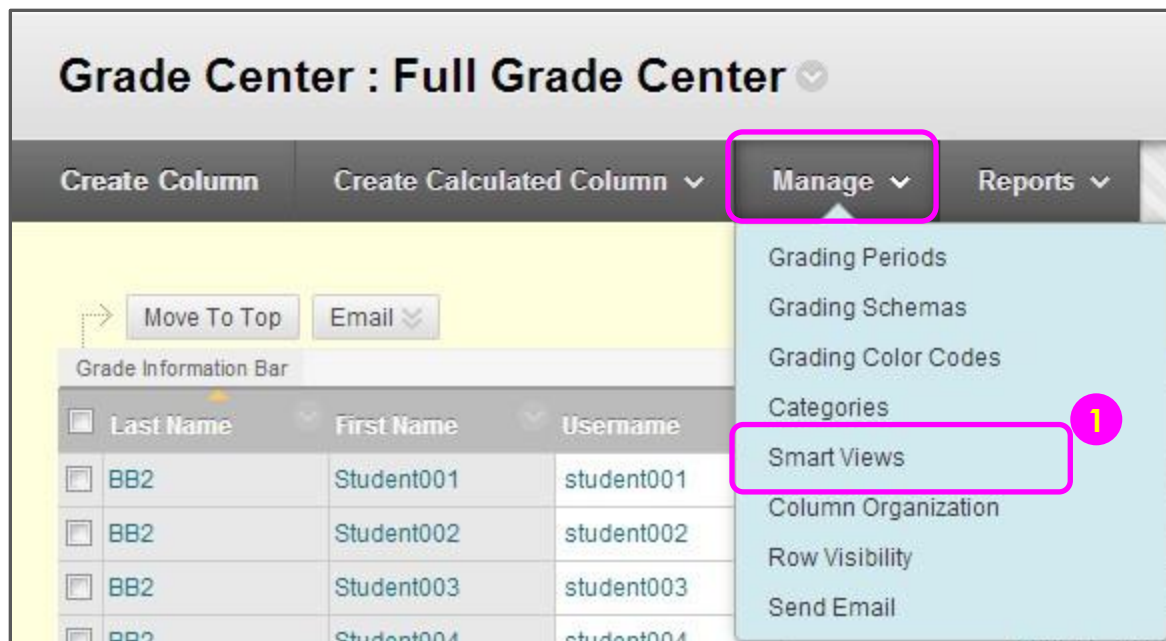
- Email Selected Users
- Email Selected Users and their Observers
- Email Observers for Selected Users

- 1) In the **Grade Center**, select the check boxes of students you want to email.
- 2) On the action bar, point to **Email** and select the type of recipients: **Email Selected Users**.
- 3) Provide the **Subject** and **Message**.
- 4) Select **Include list of recipients** to show the names of who will receive this email.
- 5) Click **Attach a file** to include an attachment with your message.
- 6) Click **Submit**.

# Managing the Grade Center

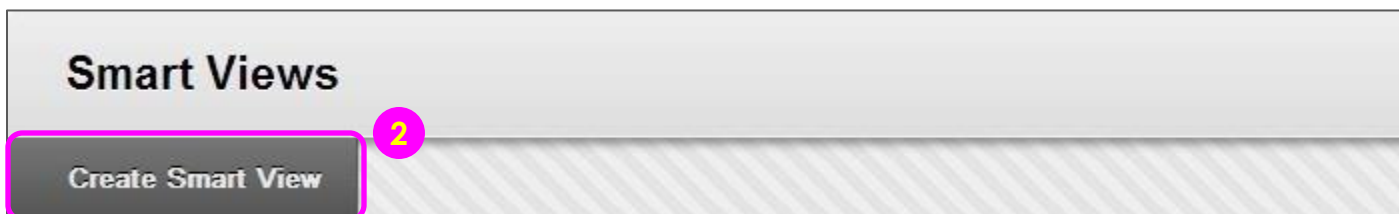
## Smart Views

- 1) In the Grade Center, point to **Manage** on the action bar to access the drop-down list. Select **Smart Views**.
- 2) Click **Create Smart View**.



The screenshot shows the 'Grade Center : Full Grade Center' interface. The 'Manage' button is highlighted with a pink box. The dropdown menu is open, and 'Smart Views' is highlighted with a pink box and a pink circle containing the number '1'. Below the menu, a table of student data is visible.

Grade Information Bar	Last Name	First Name	Username
<input type="checkbox"/>	BB2	Student001	student001
<input type="checkbox"/>	BB2	Student002	student002
<input type="checkbox"/>	BB2	Student003	student003
<input type="checkbox"/>	BB2	Student004	student004



The screenshot shows the 'Smart Views' section. The 'Create Smart View' button is highlighted with a pink box and a pink circle containing the number '2'.

# Managing the Grade Center

## Smart Views

\* Indicates a required field.

Cancel Submit **7**

---

### SMART VIEW INFORMATION

\* Name  **3**

Description

Type

Add as Favorite  **4**

---

### SELECTION CRITERIA

Type of View

- Course Group** View one or more Course Groups. **5**
- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria

User Criteria:  Condition:  Value:  **6**

Filter Results   Include Hidden Information

- 3) Type a **Name** for the smart view and provide an optional **Description**.
- 4) Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.
- 5) For **Type of View**, select **Course Group**.
- 6) In the **Condition** drop-down list, select **Equal to** or **Not Equal to**. In the **Value** box, select the group or groups. If no groups exist, the selection box is empty.
- 7) Click **Submit**.

# Managing the Grade Center

## Smart Views

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Group 1**
  - Group 2
  - Tests
- Users and Groups
- Customization
- Packages and Utilities
- Help

Create Column   Create Calculated Column   Manage   Reports   **Filter**   Work Offline

Current View: Full Grade Center(Default)   Category: All Categories   Status: All Statuses

*Full Grade Center*   *Grading Periods*

✓ Full Grade Center(Default)

*Smart Views*

- ★ Assignments
- Blogs
- Discussion Boards
- Final Grade View
- Journals
- Self and Peer Assessments
- Preview of My Grades
- ★ Tests
- ★ Group 1
- ★ Group 2

Grade Information

Last Name	Grade
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student0	
student1	

Selected Rows

Move to top   Email   Icon Legend

Edit Rows Displayed

# Mastering the Grade Center

## Workshop Handout

E) Work Offline (Download and Upload Grades)

# Work Offline (Download and Upload Grades)

## Download Student Grades

- 1) In Full Grade Center, point to **Work Offline** and select **Download**.

**Grade Center : Full Grade Center**

*When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Sort Columns By:

Grade Information Bar Last Saved: April 16, 2013 4:06 PM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability
<input type="checkbox"/>	BB2	Student001	student001		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student002	student002		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student003	student003		April 25, 2013	Available
<input type="checkbox"/>	BB2	Student004	student004		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student005	student005			Available
<input type="checkbox"/>	BB2	Student006	student006			Available
<input type="checkbox"/>	BB2	Student007	student007			Available
<input type="checkbox"/>	BB2	Student008	student008			Available
<input type="checkbox"/>	BB2	Student009	student009		June 3, 2013	Available
<input type="checkbox"/>	BB2	Student010	student010		April 25, 2013	Available

Selected Rows: 0



# Work Offline (Download and Upload Grades)

## Download Student Grades

### Download Grades

Cancel Submit

DATA

Select Data to Download

Full Grade Center **2**

Selected Column   Include Comments for this Column

User Information Only

OPTIONS

Delimiter Type

Comma  Tab **3**

Include Hidden Information

Yes  No

Hidden information includes columns and users that have been hidden from view.

Cancel Submit **4**

- 2) Select the data to download.
- 3) Select the file delimiter, **Comma** or **Tab**.
- 4) Click **Submit**. On the next **Download Grades** page, click **Download** and save the file. Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

# Work Offline (Download and Upload Grades)

## Upload Student Grades

- 1) In Full Grade Center, point to **Work Offline** and select **Upload**.

### Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column

Create Calculated Column ▾

Manage ▾

Reports ▾

Filter

Work Offline **1**

Upload

Download

Move To Top

Email ▾

Sort Columns By: Layout Position

Grade Information Bar

Last Saved: April 16, 2013 4:06 PM

<input type="checkbox"/>	Last Name ▾	First Name ▾	Username ▾	Student ID ▾	Last Access ▾	Availability ▾
<input type="checkbox"/>	BB2	Student001	student001		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student002	student002		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student003	student003		April 25, 2013	Available
<input type="checkbox"/>	BB2	Student004	student004		April 12, 2013	Available
<input type="checkbox"/>	BB2	Student005	student005			Available
<input type="checkbox"/>	BB2	Student006	student006			Available
<input type="checkbox"/>	BB2	Student007	student007			Available
<input type="checkbox"/>	BB2	Student008	student008			Available
<input type="checkbox"/>	BB2	Student009	student009		June 3, 2013	Available
<input type="checkbox"/>	BB2	Student010	student010		April 25, 2013	Available

Selected Rows: 0

Move To Top

Email ▾

Icon Legend

Edit Rows Displayed

# Work Offline (Download and Upload Grades)

## Upload Student Grades

**Upload Grades**

Cancel Submit

CHOOSE FILE

\* Attach File

Browse My Computer Browse Course **2**

Delimiter Type

Auto  Comma  Tab **3**

Cancel Submit **4**

- 2) Browse for the file.
- 3) Choosing **Auto** attempts to automatically detect the delimiter used in the selected file.
- 4) Click **Submit** to upload the selected file.

# Work Offline (Download and Upload Grades)

## Upload Student Grades

### Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Cancel

Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Assignment 1	✓	Assignment 1	-.....,90,85,80	
	Test 1	✓	Test 1	-	No Data Updates

Click **Submit** to proceed. Click **Cancel** to quit.

Cancel

Submit

- Review the list of data from the file to be uploaded on the **Upload Grades Confirmation** page. Review the **Data Preview** column to be sure the correct data is being uploaded. Click **Submit** to confirm and upload the file.

# Mastering the Grade Center

## Workshop Handout

F) Viewing Test and Survey Results

# Viewing Test and Survey Results

## View All Attempts

Test

- Mobile Test (IE... testing (ou...)
- Quick Column Information
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts**
- Grade Questions
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

1) In the Grade Center, access a test column's contextual menu and select **View All Attempts**.

You can see the following information:

- Grade
- Attempt Number
- Date completed
- Status
- Duration

### View All Attempts : Test 1

Grade Attempts    Grade Anonymously    Grade By Question

Last Name	First Name	Username	Grade	Attempt Number	Date	Status	Duration
BB2	Student001	student001	0	1	July 2, 2013 12:26:18 PM	Needs Grading	00:00:14
BB2	Student002	student002	0	1	July 2, 2013 12:27:24 PM	Needs Grading	00:00:15

Displaying 1 to 2 of 2 items    Show All    Edit Paging...

# Viewing Test and Survey Results

## Attempt Statistics

1) Access a test column's contextual menu and select **Attempts Statistics**.

You can see the following information:

- Average score (whole test and each question)
- Questions
- Correct Answer
- Percentage Answered of each option

Test

Mobile Test (IE) testing (m

Quick Column Information

Edit Test

Grade Attempts

Grade with User Names Hidden

**Attempts Statistics**

Download Results

View All Attempts

Grade Questions

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

Name	MC Test
Attempt Score	37.5
Attempts	4 (Total of 4 attempts for this assessment)
Graded Attempts	4
Attempts that Need Grading	0
Instructions	
Alignments	

Question 1: Multiple Choice		Average Score 7.5 points
1+1=?		
Correct		Percent Answered
<input type="radio"/>	1	25%
<input checked="" type="radio"/>	2	75%
<input type="radio"/>	3	0%
<input type="radio"/>	4	0%
	Unanswered	0%

# Viewing Test and Survey Results

## Column Statistics

1) Access a test column's contextual menu and select **Column Statistics**.

You can see the following information:

- Grade Distribution
- Median
- Standard Deviation

Test

- Quick Column Information
- Edit Test
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts
- Grade Questions
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics**
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

Column **Test (Test)** < >

### COLUMN DETAILS

Column Test (Test)

Points Possible 10

Description

STATISTICS		STATUS DISTRIBUTION		GRADE DISTRIBUTION	
Count	3	Null	3	Greater than 100	0
Minimum Value	0	In Progress	0	90 - 100	1
Maximum Value	10.00	Needs Grading	0	80 - 89	0
Range	10.00	Exempt	0	70 - 79	0
Average	3.33			60 - 69	0
Median	0			50 - 59	0
Standard Deviation	4.71			40 - 49	0
Variance	22.22			30 - 39	0
				20 - 29	0
				10 - 19	0
				0 - 9	2
				Less than 0	0



# Viewing Test and Survey Results

## Release Grades and Statistics

The screenshot shows a table with columns for 'Test' and 'Mobile Test (IF L... testing for...'. The 'Test' column has values like '0.00' and '10.00'. A context menu is open over the 'Test' column, listing various actions. The 'Edit Column Information' option is highlighted with a pink box and a circled '1'.

The 'Options' section of the dialog box contains the following settings:

- Include this Column in Grade Center Calculations:  Yes  No
- Show this Column to Students:  Yes  No
- Show Statistics (average and median) for this column to Students in My Grades:  Yes  No

Buttons: Cancel, Submit

- 1) Select **Edit Column Information** from the Action menu of the grade column item

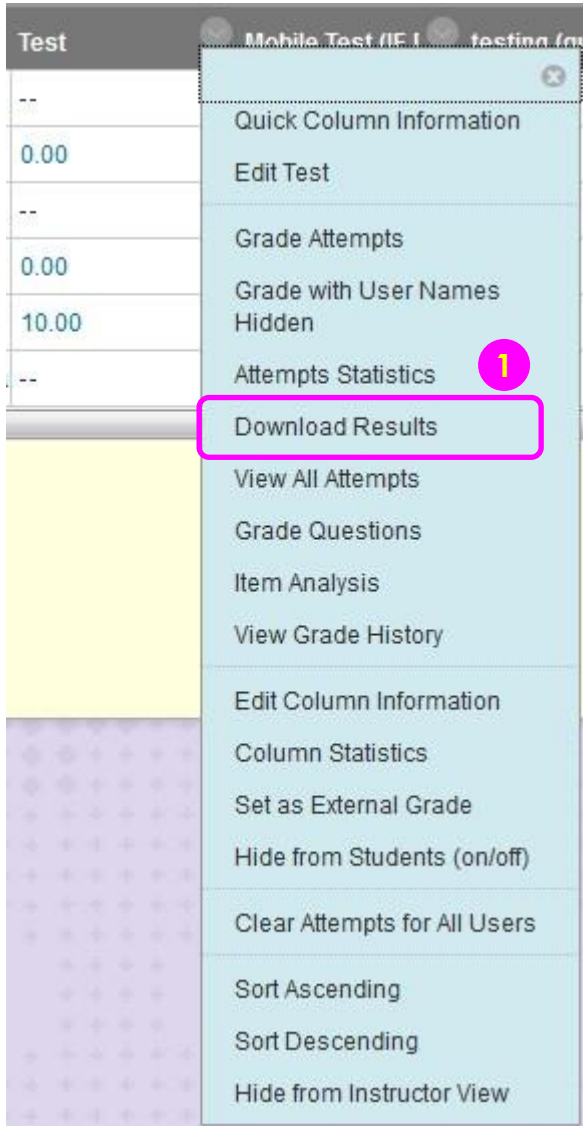
### Options :

- **Include this Column in Grade Center Calculations:** Select **Yes** to make the column available for potential inclusion when creating calculated columns.
- **Show this Column to Students:** Select **Yes** to display the column to students in **My Grades**.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Select **Yes** to include statistical information with the grade value when shown to students.

# Viewing Test and Survey Results

## Download Results

- 1) Access a test column's contextual menu and select **Download Results**.
- 2) Select **Tab**. Choose **Format of Results** and **Attempts to Download** for the report, then **Click to download results**.



### DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

2

- Comma
- Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.

All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

- Format of Results
- By User
  - By Question and User
- Attempts to Download
- Only Valid Attempts
  - All Attempts

Cancel

**Click to download results**

# Viewing Test and Survey Results

## Download Results

	A	B	C	D	E	F	G	H	I
1	Username	Last Name	First Name	Question ID 1	Question 1	Answer 1	Possible Points 1	Auto Score 1	Manual Score 1
2	student00	BB2	Student001	Question ID 1	<p>1+1=?</p>	<p>2</p>	10	10	
3	student00	BB2	Student002	Question ID 1	<p>1+1=?</p>	<p>1</p>	10	0	
4	student00	BB2	Student003	Question ID 1	<p>1+1=?</p>	<p>2</p>	10	10	
5	student00	BB2	Student004	Question ID 1	<p>1+1=?</p>	<p>2</p>	10	10	
6									
7									
8									
9									
10									
11									
12									
13									
14									

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