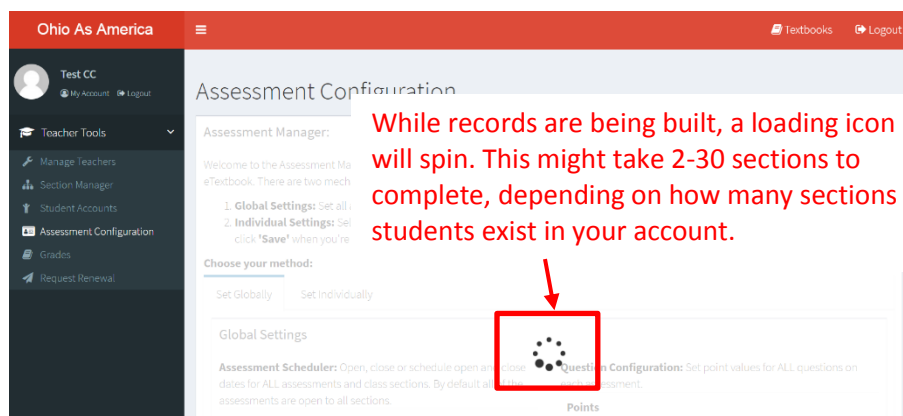# Navigation Guide-Grades and Assessment Configuration

1. To access the teacher tools, click on the administration icon in the login bar. You must be logged into your account to see this icon.
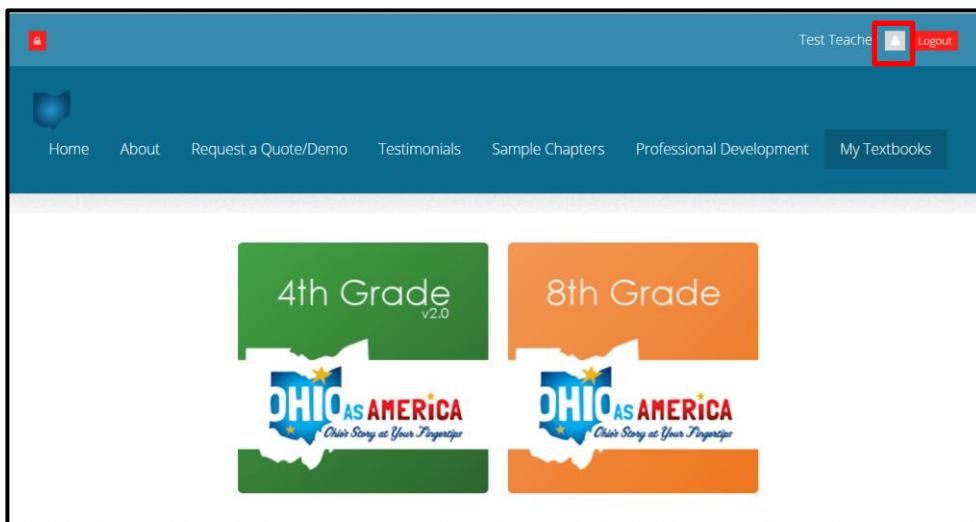
2. This will direct you to the administration area for your classroom. Your profile will be displayed on the left, along with access to the Teacher Tools you have access to: Section Manager, Student Accounts, Assessment Configuration and Grades. *To learn how to use the Assessment Configuration and Grades tools please see the 'Navigation Guide-Grades and Assessment Configuration Tools' located under the About tab in the documents box.* To begin scheduling your assessments, click on the **Assessment Configuration** link.
   NOTE: The first time you click into this page, records are created for all students and sections previously configured. Completion of this might take between 20-30 seconds to complete. A spinning taskbar will appear alerting you when you may proceed.

While records are being built, a loading icon will spin. This might take 2-30 sections to complete, depending on how many sections & students exist in your account.

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3. The Assessment Configuration Tool will allow you to assign point values to assessment questions and open/close/schedule an assessment. To begin, determine if you would like to schedule your assessments GLOBALLY or INDIVIDUALLY.

A: Setting Assessments Globally

This method is the fastest way to schedule and set assessments, but configuration applies to ALL assessments. Steps include:

1. Status: Sets all assessments to OPEN (visible to students), CLOSED (not visible to students) or allows you to SCHEDULE all. If scheduling, you may pick the open and close date.

2. Points: Sets the point value for all questions globally. By default, all assessment points are set to 1.

3. **Once these two settings are configured, click 'Save'**

B: Setting Assessments Individually

1. The **Assessment Scheduler** will allow you to schedule an assessment, open an assessment or close an assessment for each section of students *(refer to Student Account Navigation Guide)*. Assessments will always default to Open unless changed through the Assessment Scheduler. If you do not wish for all of the assessments to be globally set as open, closed or scheduled as outlined in the previous step, you will need to configure each assessment individually.

The page will then load with that assessment title, and a list of all sections you have configured will display below. Set the assessment for each section using one of the following:

a. **Open** - makes the assessments visible to students
b. **Close** – makes the assessment not visible to students
c. **Schedule** - allows you to define a date range that you would like a particular assessment to be open. Outside of that date range the assessment will be closed.

You also have the ability to configure the point values and preview each question. To preview, click the preview button and the question will load at the bottom of the screen. Click into the **points possible** field to change the point value for each question.

When complete, click the blue **Save** button. Repeat the process for all other assessments you wish to configure manually.

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Choose your method:

Set Globally | Set Individually

Individual Settings

Introduction PS: Coal ▼

Introduction PS: Coal

Assessment Scheduler

Section	Status	Open Date	Close Date
Test Teacher Sec 1	Open ▼	📅	📅
Test Teacher Sec 2	Schedule ▼	📅 08/15/2018	📅 08/23/2018
Test Teacher Sec 3	Closed ▼	📅	📅

Question Configuration

#	Preview	Type	Points Possible	
1	Preview 👁	short_answer	3	
2	Preview 👁	short_answer	1	

Question Preview

What is coal used for?

[   ]

Save

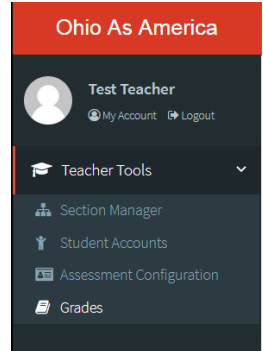800 East 17ᵗʰ Ave. Columbus, OH 43211

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New & Improved Gradebook

To access the gradebook, choose Grades from the left-hand navigation. High-level instructions will be available at the top of the screen. A few notes about the new interface:

1. Search bar: search for a student or assessment name to filter out the assessments present in the grid and focus your work. The site uses predictive text, meaning if you type the first few letters your results will be filtered.

2. Click these boxes to select multiple students and their assessments and perform bulk actions, such as locking/closing assessments, unlocking/opening assessments or re-setting (clearing all answers previously entered) assessments.

3. Click the export button to export all data in the table in CSV format.

4. Click the Grade button to grade an individual assessment

5. Status: shows whether an assessment is locked (can't be edited by a student) or un-locked (can be edited by a student). By default, once a student completes an assessment, it will become locked. Once a teacher closes an assessment, it will also be unlocked, and need to be manually un-locked.

6. Graded: shows whether the individual assessment has been graded

Name	Section	Assessment	Date	Score	Grade	Status	Graded
Abbie	Test Teacher Sec 1	Unit 1 Pre Assessment	Mon Aug 27 2018	3/12 [25%]		🔒	☑
Bobby	Test Teacher Sec 2	Unit 1 Pre Assessment	Mon Aug 27 2018	7/12 [58%]		🔒	☑
Charlie	Test Teacher Sec 3	Unit 1 Pre Assessment	Mon Aug 27 2018	0/12 [0%]		🔒	☐

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To grade an individual assessment, click on the Grade icon for the individual assessment, as outlined in #4 above. This will launch the individual assessment grading window. High-level instructions will be available at the top of the screen. A few notes about the interface:

1. Grading toolbar: the high-level information for grading and navigational buttons will be 'sticky' at the top of the page, so that it is always available. You can scroll within the assessment to keep this information omnipresent while you grade.

2. Student Information: the student's name, the assessment being graded, and the date they submitted/saved their assessment is presented at the top on the left-hand side.

3. Grading Information: the grading status (GRADED or NOT GRADED), student's score, the point-level grade, the number of questions graded and percentage complete of grading are presented in the middle. This information is intended to let you know how much is left to grade within the assessment.

4. Navigation items & answer key: The Back to Submission List button will return you to the full student assessment screen. The Next Student button will advance you to the next student on the list. The Answer Guide button will launch the assessment answer key for the assessment, if it exists (note: most pre-assessments do not have an answer key).

Student Name: Abbie	**Status:** NOT GRADED	Back to Submission List │ Answer Guide │ Next Student →
Assessment: Unit 1 Post Assessment	**Score:** 7.5 of 46	4
Date Saved: 2018-08-27 22:28:57	**Grade:** 16%	
2	**Number of Graded:** 13 of 28	
	Percent Graded: 46%	

1: Grading Toolbar will be sticky at the top of the page. Move your cursor below to scroll down through the assessment itself.

Question 1: ☑

○ ☆ ○ ⭐ ◉ ★

Question (correct answers in green)

Why is it important to know how to read a map?
Answers will vary. It is important to know how to read a map so you can locate and travel to places you want to go. It can also help you find your way when you are lost.

Grading An Assessment

Questions from the assessments that can be auto-graded will be done for you (however, you may override the automatically graded score at any time by clicking the credit you would like to apply for that student). Automatically graded questions include true/false, choose the best answer and check all that apply question types. Questions that require an input from the student, such as a fill-in-the blank or short-answer, will not automatically be graded and require teacher grading input.

When available, the correct answer will be displayed by the question and highlighted in green. The student's answer will be displayed below the question. If the student leaves an answer blank, it will be highlighted yellow.

An example is below.

Question is not graded, because check-box is not checked. This question wasn't auto-graded because it required student input that must be validated by the teacher. Once credit is applied by selecting credit (clicking on a star), the checkbox is checked.

Question 4: ☐

To grade, review the student's answer, and click on the empty star (no credit), half-filled star (half credit) or fully filled star (full credit) to grade this student's answer.

Question (correct answers in green)

Place the United States Presidents in the correct order based on when they were in office. Record your answer by placing a number in the blank next to the president's information. The number 1 will represent the earliest presidential term of an Ohio-born president and the number 7 will represent the latest presidential term of an Ohio-born president.

- William McKinley: 1897-1901 5
- James A. Garfield: 1881-1881 3
- Warren G. Harding : 1921-1923 7
- Rutherford B. Hayes: 1877-1881 2
- William Howard Taft: 1909-1913 6
- Ulysses S. Grant : 1869-1877
- Benjamin Harrison: 1889-1893 4

Question is displayed, and the proper answer is displayed and highlighted in green to make grading easier.

Student Answer

1. a
2. Left empty
3. Left empty
4. Left empty
5. Left empty
6. Left empty

Student answers are displayed here. If a student leaves an answer blank, it is highlighted in yellow to make grading easier.

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