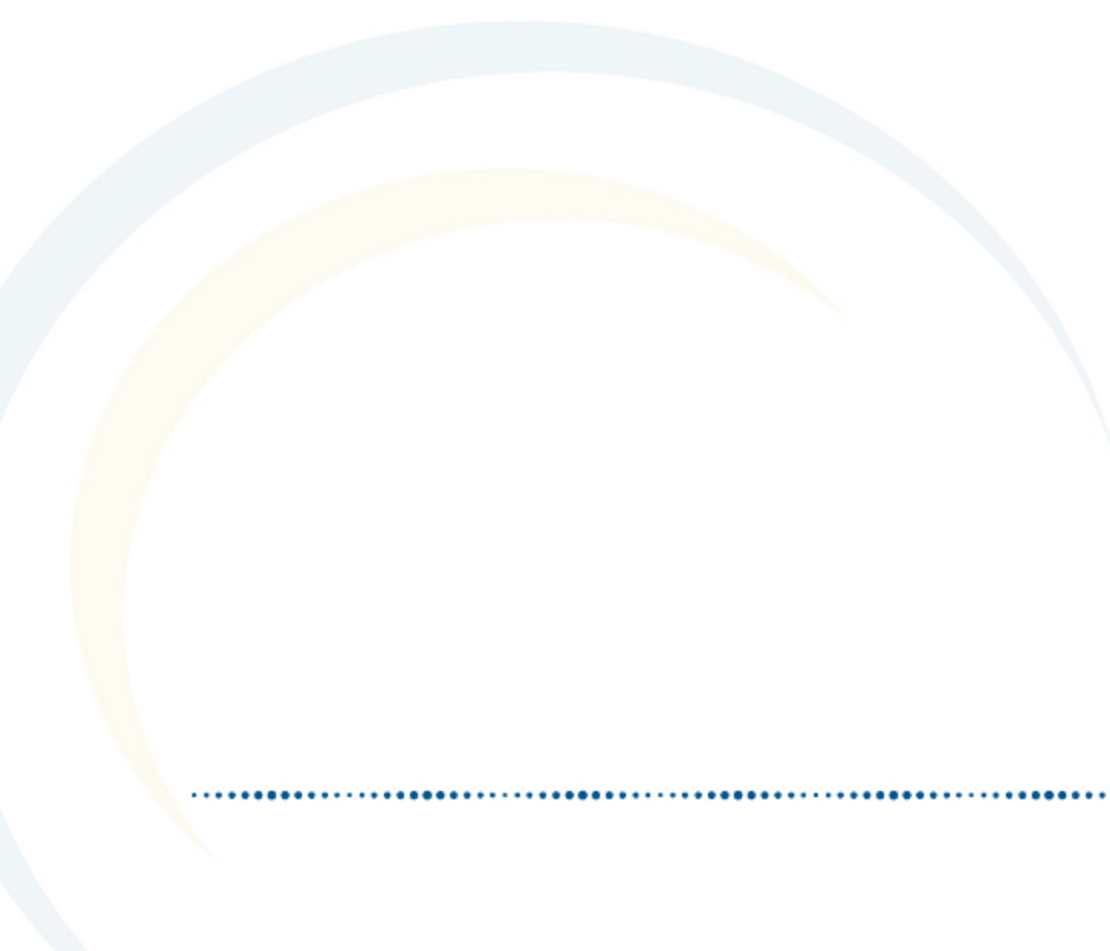


Student Work Product

July 2012



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Student Work Product

[Overview](#) | [Student Submission](#) | [Online Assessment](#)

 Information on this page relates to features released with the Release Pack .1222 (April 2012).

Overview

PATH: *Instruction > Assignments > Assignment > Student Work Product*

Using the Student Work Product area, teachers have the option of allowing students to submit assignments using the student [Portal](#), whether through text responses, by using file attachments or online assessments completed on the Portal. For text and file submission assignments, teachers provide the details of the assignment within the [Assignment Editor](#) and access the submitted response through the Scoring Editor. For online assessments, teachers attach established assessments and score responses within the assessment Scoring Editor. Students respond through the student Portal.

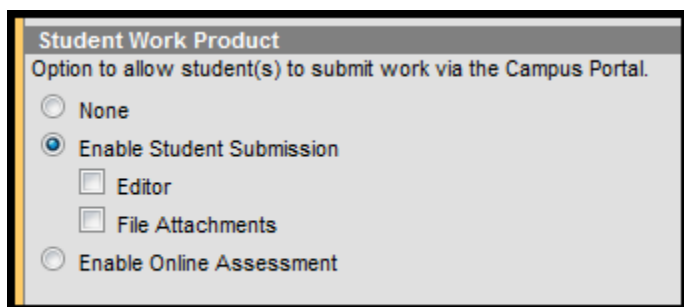



Image 1: Student Work Product

Student Submission

There are two Student Submission options, **Editor** and **File Attachment**. These options control what the student is allowed to do, teachers indicate work needed in the **Information for Students** area, including attaching files for the students to download.

The options for Editor and File Attachments only appear when the **Enable Student Submission** radio button is marked.

 See the [Assignment Submission](#) article for an explanation of these options.

Online Assessment

Marking the **Enable Online Assessment** radio button will open a window where teachers can select which online assessment to administer to students through the Portal.

✓ See the [Online Assessment](#) article for an explanation of this process.

Assignment Submission - Student Work Product

[Overview](#) | [Assignment Setup](#) | [Attaching a File](#) | [Receiving Submissions](#) | [Viewing a Student Submission](#)

Overview



PATH: *Instruction > Assignments*

Teachers have the option of allowing students to submit assignments using the student [Portal](#), whether through text responses or by using file attachments. Teachers provide the details of the assignment within the [Assignment Editor](#) and access the submitted response through the Scoring Editor. Students respond through the student Portal.


The following image is an example of how Assignment Submission appears from the student's perspective when both Text Editor and File Attachment options are enabled.

Assignment Detail for 0013-3 Core Math I

0013-3 Core Math I

Teacher: DispName47916

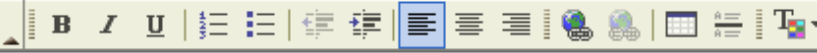
[Grade Book view for 0013-3 Core Math I](#)

Assignment Detail	
Name	Unit 2 Grammar Worksheet
Due Date	02/21/2012
Date Assigned	02/21/2012
Total Points	100
Multiplier	1
Description	Complete the attached worksheet.
References	<i>Emphasis on Grammar</i> pp.14-19
Assignment Files	 Unit 2 Grammar Worksheet (Unit 2 Grammar Worksheet.txt)

Assignment Submissions		Status: OPEN						
Attachments	<table><thead><tr><th><u>Attachment Name</u></th><th><u>File Name</u></th><th><u>Date</u></th></tr></thead><tbody><tr><td colspan="3"><div>Attach File</div><div>Maximum number of attachments allowed: 3</div></td></tr></tbody></table>	<u>Attachment Name</u>	<u>File Name</u>	<u>Date</u>	<div>Attach File</div> <div>Maximum number of attachments allowed: 3</div>			
<u>Attachment Name</u>	<u>File Name</u>	<u>Date</u>						
<div>Attach File</div> <div>Maximum number of attachments allowed: 3</div>								

Student Response

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.



Student Comments

Save

[Grade Book view for 0013-3 Core Math I](#)

Image 1: Student Assignment Submission from the Student Portal Perspective

This article explains how to:

- [Create an assignment for Portal Submission](#)
- [View student submissions](#)
- [Respond to student submissions](#)

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Assignment Setup

Options for enabling student responses are set in the **Student Work Product** area of the Assignments editor. To establish an assignment to which students can respond by entering text in the Portal, mark the **Enable Student Submission - Editor** checkbox. This checkbox makes the submission editor appear for that assignment in the Portal. To allow students to attach a file in response to an assignment, mark the **Enable Student Submissions - File Attachments** checkbox. If only the **Attachments** checkbox is marked, students can only submit a file or a comment, not enter other text responses.

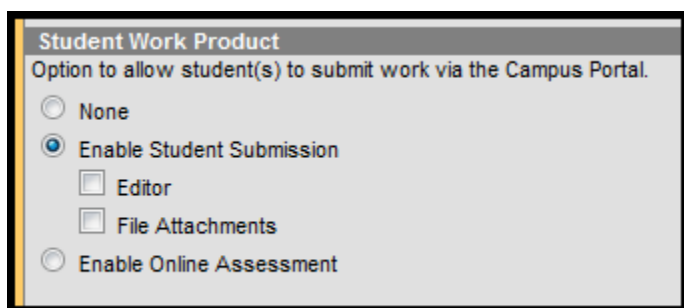


Image 2: Student Work Product Area

The assignment to be completed, such as questions to answer, and any other information, should be included in the **Description**, **Objectives** and **References** fields of the Assignment Editor. This information is always viewable in the assignment detail on the Portal, but using the Assignment Submission tool allows students to respond to an assignment.

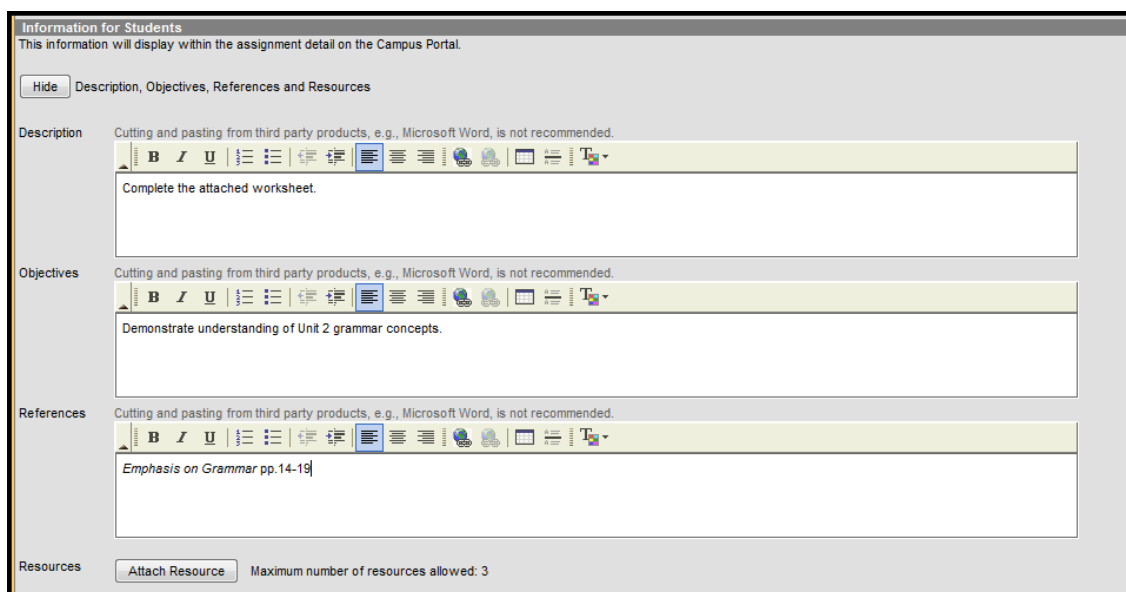



Image 3: Assignment Details

Attaching a File

 The option to enable file attachments and attach files is only available once the appropriate [Digital Repository Preferences](#) are set by the district. These preferences determine the number of files and file size limits.

☒ Enable Student Submission - File Attachments (Limit 3 files per assignment, 5MB per file)

Image 4: File Limits

Users will be notified if they exceed the limits set by the district.

To attach a file, mark the *Enable Student Submissions - File Attachments* checkbox in the Student Work Product area of the Assignment editor. Then click the **Add Resource** button in the *Resources* area of the Information for Students area, as shown in Images 2 and 3.

An Attach File window will appear.

 The appearance of the *Attach File* window will vary based on browser.

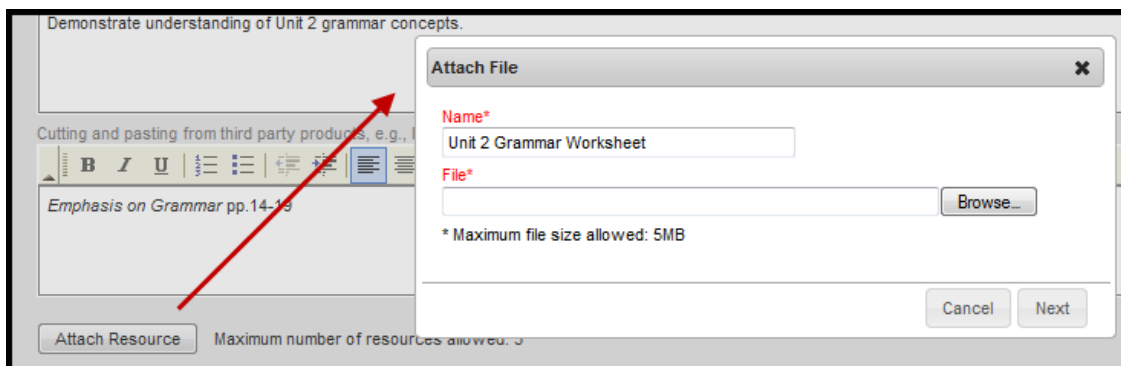


Image 5: Attach File Window

Enter a **Name** for the attachment and click **Browse** to select a file to attach. Click **Next** to continue.

Next, a Terms and Conditions screen will appear. Click **Agree** to agree to the Acceptable Use Policy and proceed with the file attachment.

Attached files will then appear in the *Resources* section of the Information for Students area. Click the 'X' next to a file name to remove the attachment.


Resources		Resource Name	File Name	Date
		Unit 2 Grammar Worksheet	Unit 2 Grammar Worksheet.txt	Pending
<input type="button" value="Attach Resource"/> Maximum number of resources allowed: 3				

Image 6: Attached Files

- ✓ Campus acts as only a carrier for attached files - files are downloaded and opened in the program in which they are saved. For example, if a teacher attaches an Excel file, students will need Excel in order to download and view the file. Teachers should keep in mind the software programs their students are likely to have when attaching files.

Allowed File Types

The following file types can be uploaded to the Digital Repository:

Text Files	Data Files	Audio Files	Raster Image Files
.doc Microsoft Word Document	.csv Comma Separated Values File	.aif Audio Interchange File Format	.bmp Vitmap Image file
.docx Microsoft Word Open XML Document	.efx eFax Document	.iff Interchange File Format	.dds DirectDraw Surface
.log Log File	.epub Open eBook File	.m3u Media Playlist File	.dng Digital Negative Image File
.msg Outlook Mail Message	.ibooks Multi-Touch Book	.m4a MPEG-4 Audio File	.gif Graphical Interchange Format File
.odt OpenOffice Text Document	.key Keynote Presentation	.mid MIDI File	.jpg or .JPEG JPEG Image
.pages Pages Document	.otp Open office presentation	.mp3 MP3 Audio File	.png Portable Network Graphic
.rtf Rich Text Format File	.pps or .PPSX PowerPoint Slide Show	.mpa MPEG-2 Audio File	.psd Adobe Photoshop Document
.txt Plain Text File	.ppt PowerPoint Presentation	.ra Real Audio File	.pspimage PaintShop Pro Image
.wpd WordPerfect Document	.pptx PowerPoint Open XML Presentation	.wav WAVE Audio File	.tif or .tiff Tagged Image File
.wps Microsoft Works Word Processor Document		.wma Windows Media Audio File	

MISC Files	3D Image Files	Vector Image Files	?Page Layout Files	CAD Files
------------	----------------	--------------------	--------------------	-----------

.vcf vCard File	.3dm Rhino 3D Model	.ai Adobe Illustrator File	.indd Adobe InDesign Document	.dwg AutoCAD Drawing Database File
.xml XML File	.3ds common 3D modeling format	.eps Encapsulated PostScript File	.pct Picture File	.dxf Drawing Exchange Format File
	.max 3ds Max Scene File	.ps PostScript File	.pdf Portable Document Format File	.blend
	.obj Wavefront 3D Object File	.svg Scalable Vector Graphics File		
	.xcf native image format of GIMP			

Spreadsheet Files	Database Files	Compressed Files	Backup Files	LMS-Related Files
.123 Lotus 1-2-3 Spreadsheet	.accdb Access 2007 Database File	.pkg Mac OS X Installer Package	.bak Backup File	.flipchart Promethean whiteboard users
.odf OpenOffice Formula	.db or .dbf Database File	.rar WinRAR Compressed Archive	.tmp Temporary File	.flp Promethean whiteboard users
.ods Open Office Spreadsheet	.fmp Filemaker	.tar.gz Compressed Tarball File		.notebook SMART whiteboard
.xlr Works Spreadsheet	.mdb Microsoft Access Database	.zip Zipped File		.gsp The Geometer's Sketchpad
.xls Excel Spreadsheet	.odb Open Office database	.zipx Extended Zip File		
.xlsx Microsoft Excel Open XML Spreadsheet	.sql Structured Query Language Data File			

Receiving Submissions

To view any student submissions, click **Save and Score** at the top of the Assignment Editor. A **Student Submission** column appears at the far right of the Scoring Editor.

Image 7: Student Submission Column

Student submissions are indicated by a date stamp in blue, which functions as a link to the submission itself. The date reflects the most recent time the student saved the submission. The blue speech bubble icon, as shown in Image 7, indicates that the student has submitted a comment separate from the response.



Students may enter comments without submitting an assignment. The date stamp and all comment icons function as links to the specific submission.

Viewing a Student Submission

Clicking the date stamp or the comment icon opens the **Submission Detail Editor**.

Image 8: Viewing the Student Submission - Text

Image 9: Viewing the Student Submission - Attachment

At the top of the Submission Editor, the line of the **Scoring Editor** for that student appears. Teachers can score the student's response and enter any comments or designations of missing, late, etc., as desired.

The student's comments appear below the **Scoring Editor**. If the student attached a file in response to the assignment, a link will appear in the **Student Attachments** section. Click the link to download the attached file. If a text response was submitted, it will appear in the **Student Response** section just as the student entered it, including any formatting.

Remember to save any changes made to the scoring editor by clicking the **Save** button at the top of the editor.

Click **Next Student** or **Previous Student** to view the scoring editor for other students' submissions.

Once an assignment is marked as **Turned In**, the submission will be locked from editing by the student. This should not be done until the due date of the assignment, in case the student wants to make changes to the submission. Submissions can be unlocked by removing the **Turned In** flag, allowing students another opportunity to submit a response.

Teacher Feedback

Teachers can enter feedback in response to a student comment or the submission itself. Feedback will appear in the Portal within the Assignment Detail.

When a teacher enters and saves feedback, a white speech bubble icon appears in the Student Submission column of the Scoring Editor.

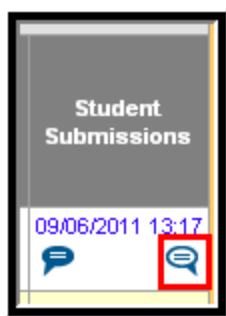


Image 10: Teacher Feedback Icon

After entering any scores and feedback and saving the changes, teachers can choose to return to the Scoring Editor for the section by selecting **All Students** at the top of the editor or move to the next student submission by clicking **Next Student**.

- ✓ The [Student Assignment Submission \(Portal\)](#) article provides information and directions for students on using the Assignment Submission tool. Please distribute this article to students as desired.

Online Assessment - Student Work Product

[Overview](#) | [Assignment Setup](#) | [Scoring Setup](#) | [Receiving Submitted Assessments](#)

- ✓ The Online Assessment tool was released with E.1222.

Overview

PATH: *Instruction > Assignments > Assignment > Student Work Product > Enable Online Assessment*

By enabling Online Assessments and attaching an existing online assessment, students can complete assessments on the Portal, which teachers can then score within the Assignments tool. Online assessments are assembled in the [Assessment Bank](#) from test items entered in the [Test Item Bank](#).

The following image depicts how an online assessment will appear to a student on the Portal.

Online Assessment - Bill of Rights

Remaining: 47:42

Student Directions:
Select the response that best answers the question. Feel free to use pencil and scratch paper for any notes as needed.

1. Which amendment protects citizens from cruel and unusual punishment?

☐ A. 10th Amendment

☐ B. 3rd Amendment

☒ C. 8th Amendment

☐ D. 6th Amendment

Submit and Next

Item Navigation (click to skip to question)

1

2

3

4

5

6

End

Image 1: Online Assessment from the Student Portal Perspective

This article explains how to:

- Enable Online Assessment for an assignment and attach an existing assessment.
- Setup assessment scoring options.
- View and score student responses
- Respond to student submissions

Assignment Setup



Teachers can enable an online assessment for an existing assignment or create an assignment to deliver the assessment. Click the **Enable Online Assessment** radio button in the **Student Work Product** area. A new window for selecting an assessment will appear.

Image 2: Enabling Online Assessments

To find an assessment, enter search criteria.

Field	Description
Assessment ID	The unique identifier of the assessment. In some cases, districts will establish a naming convention for assessments, which will assist teachers in locating the desired assessment.
Standards	Standards are aligned to individual test items (questions) rather than entire assessments. Selecting a Standard will include all assessments with items that include that standard in the search results. Click the Select Standard(s) button to view a list of standards established in the Standards Bank .
Tags	Tags are labels attached to the assessment that assist users in categorizing and describing assessments. Click the Select Tags button to view a list of existing tags in alphabetical order. Narrow the list of tags by searching within the list; click a tag to mark it with a check icon and add it to the assessment search list. Assessment search results will appear based on assessments that include the entered tags.
Audience	Audiences are only entered for items and indicate the group of students for whom the item was designed. Selecting an Audience will include all assessments with items that include that audience in the search results.

Once the desired fields are entered, click **Search** to view a list of assessments that meet the entered criteria. Clicking **Reset** will clear entered search options. Toggle between the Search and Results screens using the tabs

at the left of the window.

From the Search Results, click the **Display Name** of an assessment to view the Assessment ID, Author, Published Date, Item Total & Types, Assessment Tags, Item Standards, Item Audiences and Item Tags for the assessment. Clicking the **Preview** icon will show the assessment as it will appear to the student. Click the **Select** button to enable the selected assessment on the assignment. An assessment detail window will appear where the teacher can view item details and set assessment options.

The screenshot shows a window titled "Online Assessment" with a close button (X) in the top right corner. Inside the window, there are several fields and buttons:

- Assessment ID:** A text box containing "HIS.01.03 - Bill of Rights".
- Max Duration (minutes):** An empty text box.
- Buttons:** "Preview Assessment" and "Replace Assessment".
- Randomize Items:** Radio buttons for "Yes" (unselected) and "No" (selected).
- Items Table:** A table with 7 rows and 6 columns: "Include", "Preview", "Audience(s)", "Material(s)", "Item Type", and "Standard(s)".

	Include	Preview	Audience(s)	Material(s)	Item Type	Standard(s)
1.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	MC-S	Understand Bill of Rights Understand political institutions & theories
2.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	E	Understand Bill of Rights Understand political institutions & theories
3.	<input checked="" type="checkbox"/>			Pencil Scratch Paper	SA	Understand Bill of Rights Understand political institutions & theories
4.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	T/F	Understand Bill of Rights Understand political institutions & theories
5.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	MC-S	Understand Bill of Rights Understand political institutions & theories
6.	<input checked="" type="checkbox"/>		Grade 9	Handouts Pencil	T/F	Understand Bill of Rights Understand political institutions & theories
7.	<input checked="" type="checkbox"/>				MC-S	Builds number families to 5

At the bottom right of the window are "Ok" and "Cancel" buttons.

Image 3: Item and Assessment Specifications

Assessment specifications appear as described in the following table:

Field	Description
Assessment ID	The unique, concise identifier of the assessment. This field is read-only based on the selected Assessment.

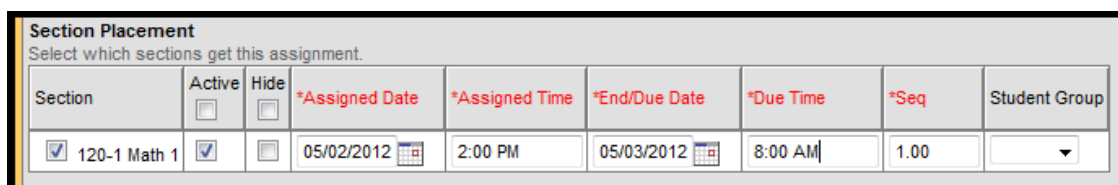
Max Duration	To limit the amount of time a student has to complete the online assessment, enter the maximum number of minutes students will be allowed for completing the assessment. A timer will appear once students begin the assessment indicating how much time they have remaining. Students will be unable to answer additional question once time has run out, but they will have the option of submitting all existing work.
Preview Assessment	Clicking this button will open a preview of the assessment as it will appear to students.
Replace Assessment	Clicking this button will deselect the assessment and return the user to the blank search screen.
Randomize Items	This option is only available if the assessment was originally set to allow items to be randomized. Selecting Yes will cause items to appear in random order for each student taking the assessment.
Item Matrix	
Include Checkbox	By default, all original items are marked as included in the assessment. To remove an item from the assessment, remove the mark in the checkbox next to the item.
Preview	Click the preview icon to preview the individual item as it will appear to students.
Audience	For the item, the group of students for whom the item was designed.
Materials	Objects or equipment that students will need to complete the test item.
Item Type	The type of item. See the Test Item Bank article for a description of item types. Options are: <ul style="list-style-type: none"> • MC-S: Multiple Choice - Single Correct Response • E: Essay • SA: Short Answer • T/F: True/False
Standards	The standards aligned to the item.

Preview the assessments or individual items as desired. Enter **Max Duration**, indicate **Randomization** logic and unmark any items that should not be included in the assessment, then click **OK**. The **Assessment Name** will appear in the Student Work Product area of the assignment. Click the **Edit Assessment** button to view the options window shown in the image above. This option will be active until the first student begins the assessment.

Once an assessment is selected and attached, click the **Show** button to view Assessment Instructions. Assessment Teacher and Student Instructions are created for the assessment and are not editable in the Assignment tool. The Custom text fields allow teachers to add additional information that will display *before the assessment is started* and *after the assessment is submitted*.

Assessment Window


In addition to the **Assigned Date** and **End/Due Date** fields that appear for an assignment, when an online assessment has been enabled for an assignment, additional **Assigned Time** and **Due Time** fields will appear in the Section Placement section. These fields determine when the assessment will be available on the Portal for students to complete. Using the time fields, teachers can choose to administer assessments during a single class period. If no **Max Duration** is entered, a countdown timer will appear when the student is within 60 minutes of the Due Time.



The screenshot shows a table titled "Section Placement" with the instruction "Select which sections get this assignment." The table has columns for Section, Active, Hide, *Assigned Date, *Assigned Time, *End/Due Date, *Due Time, *Seq, and Student Group. The first row shows "120-1 Math 1" with Active and Hide checkboxes checked, an assigned date of 05/02/2012, an assigned time of 2:00 PM, an end/due date of 05/03/2012, a due time of 8:00 AM, a sequence of 1.00, and a dropdown for Student Group.

Section	Active	Hide	*Assigned Date	*Assigned Time	*End/Due Date	*Due Time	*Seq	Student Group
<input checked="" type="checkbox"/> 120-1 Math 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05/02/2012	2:00 PM	05/03/2012	8:00 AM	1.00	


Image 4: Assessment Window

 **Due Time** will override **Max Duration**. For example, if a student begins an assessment with a Max Duration of 15 minutes only 10 minutes before the Due Time, the student will only have 10 minutes to complete the assessment.

When either the Due Time or the Max Duration is reached, students will have the option of submitting all existing work.

Scoring Setup

After the teacher has enabled an online assessment on an assignment and set the assessment window, the next step is scoring setup. Scoring Setup connects the Scoring Alignments on the assignment with the applicable items and allows student responses to be auto-scored where possible.

 Scoring preferences can be set when the online assessment assignment is created or determined later when responses need to be scored. Assessments can be administered and taken without the teacher having completed the scoring setup.

Access the Scoring Setup editor by clicking the **Save and Edit Scoring Setup** button in the action bar or by clicking the **Save** button and then **Edit Scoring Setup Now** in the popup window. Scoring Setup can be postponed by clicking **Ignore & Setup Later**.

Scoring setup is dependent on the Scoring Alignment of the assignment, the Standards and Grading Tasks aligned to the assignment at the bottom of the assignment editor. The Scoring Setup editor will appear more simple or complex based on the scoring alignments (Standards and Grading Tasks) and Score Types (Rubrics, Points or Assignment Marks). The rest of this section will describe a simple scoring example with one Standard and one Grading Task.

Online Assessment - Bill of Rights - Online Assessment Scoring Setup

Select the test items to include for each Scoring Alignment and enter the points possible for each item if the score type is points.

Assessment ID: HIS.01.03 - Bill of Rights

☒ Display Item Standards

IS.STD1 Item Count	Item Count	GT2 Pts Poss	Total Pts
1	6	85	100

Item Type: All Item Types

☒ List View ☐ Detail View

Include in Assignment Score & Points Possible: ☐ ☒

Item ID	Include	Include	Points
HIS.09.03.08	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
HIS.09.03.01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25
HIS.09.03.02	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
HIS.09.03.04	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
4. The 5th Amendment gives citizens protection from unreasonable search and seizure. <input type="radio"/> A. True <input checked="" type="radio"/> B. False			
HIS.09.03.03	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
HIS.09.03.05	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15

Item Standards Legend

IS.STD1 - Understand Bill of Rights
IS.STD2 - Understand political institutions & theories

IS.STD1	IS.STD2
X	X
X	X
X	X
X	X
X	X
X	X
X	X

Image 5: Scoring Setup

Items

Individual Test Items appear along the left side of the Scoring Setup editor. The items listed can be sorted by **Item Type** using the dropdown list.

Item Type: All Item Types

☐ List View ☒ Detail View

Item ID

HIS.09.03.08

HIS.09.03.01

HIS.09.03.02

HIS.09.03.04

4. The 5th Amendment gives citizens protection from unreasonable search and seizure.

☐ A. True
☒ B. False

HIS.09.03.03

HIS.09.03.05

Image 6: Scoring Setup - Items

Clicking on an **Item ID** will show the details of the item, Stem Text (question) and responses, with the correct answer indicated by a checkmark icon (As shown for the fourth item in the image above). The item list will show in **List View**, with no item details showing. Mark the **Detail View** radio button above the Item ID list to view the details for each item.

Scoring Alignments

To the right of the Item list is the Scoring Alignment section of the editor.

Scoring Alignment Legend
 STD1 - Knows basic facts
 GT2 - Quarter Grade

☐ Display Item Standards

STD1 Item Count	Item Count	GT2 Pts Poss	Total Pts
1	6	100	100

Include in Assignment Score & Points Possible

<input type="checkbox"/>	<input type="checkbox"/>	
Include	Include	Points
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15

Image 7: Scoring Setup - Scoring Alignments

Scoring alignments are listed in the Legend at the top of the section, **STD** for Standards and **GT** for Grading Tasks. The **Display Item Standards** checkbox determines whether the Standards aligned to each item are indicated to the right of the editor. Each item can be marked to be scored for each alignment using the **Include** checkboxes. The **Item Count** field indicates how many items are marked as Include for each alignment.

Points

The only total that appears for **Standards** is Item Count, but for alignments using Points, like the Grading Task in the image above, Point totals are also given. The **Total Pts** is determined by the scoring alignment to the [assignment](#). The **Pts Possible** is the total number entered in the **Points** field for each item. Only items marked as Include will be calculated in this total. The Points Possible must equal the Total Points for the Scoring Setup to be saved, but the Total Points value can be edited as desired.

To use the *Fill* options, mark the checkbox above the Include column and enter a point value. Click the **Fill** button to fill all Points fields with the entered value. Click the **Fill Empty** button to fill only empty Points fields with the entered value.

Display Item Standards

Marking the **Display Item Standards** checkbox displays Item Standards table to the right of the Scoring Setup editor.

Assessment Scoring Setup

Scoring Alignment Legend
 STD1 - Knows basic facts
 GT2 - Quarter Grade

☒ **Display Item Standards**

STD1 Item Count	GT2 Item Count	Pts Poss	Total Pts
1	6	100	100

Include in Assignment Score & Points Possible

Include	Include	Points
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15


Item Standards Legend
 IS.STD1 - Understand Bill of Rights
 IS.STD2 - Understand political institutions & theories

IS.STD1	IS.STD2
X	X
X	X
X	X
X	X
X	X
X	X

Image 8: Scoring Setup - Display Item Standards

This table indicates which items have a particular standard aligned to them. This table is for informational purposes only and is not enforced in assignment or scoring setup.

After completing Scoring Setup, click the **Save** button in the action bar. Clicking **Save & Score** will open the Scoring editor where the teacher can view and score submitted assessments.

 See the Student Online Assessment article for a description of Online Assessments from the student's perspective.

Receiving Submitted Assessments



PATH: *Instruction > Assignments > Assignment > Save & Score*

To access student responses to an online assessment, open the Assignment Detail editor and select **Save and Score**. Submitted assessments will appear hyperlinked in the **Student Submissions** column of the scoring editor. Click the link to open the submission and the scoring editor for the submission and student.

Assignments
 Assignment List Edit Assignment Save Save & Create New Assignment

Assigned Date: 05/02/2012
 Due Date: 05/10/2012
 Assessment ID: HIS.01.03 - Bill of Rights

Scoring Alignment Legend
 STD1 - Knows basic facts
 GT2 - Quarter Grade

Students	Att 05/10	Scores				T	M	L	I	Ch	X	Student Submissions	Release Item Feedback
		Score Fill	STD1	Dr	GT2								
04 Coughenour, Jan #719		100											
04 Cowper, Wenda #743												05/03/2012 12:27 PM	

Image 9: Save & Score

Assessment Scoring Editor

The Online Assessment Scoring editor comes in three parts, the Scoring editor for the student, the Student Response Score Summary and the Student Responses, which lists individual items and responses.

Scoring Action Bar

Use the action bar to save scores or navigate between student submissions.

Assignments
 All Students Save Previous Student Save & Score Item Standards

Image 10: Scoring Editor Action Bar

- **All Students:** Returns to the general Scoring editor shown in the image above.
- **Save:** Saves changes to the Scoring editor.
- **Previous or Next Student:** Opens the submission-specific Scoring editor for the previous or next student in the roster.
- **Save & Score Item Standards:** Opens a Scoring editor based on the standards aligned to the [Test Item](#).

Scoring Editor

The general Scoring editor section for the student allows the teacher to score the assessment as a whole, if desired, or mark the assessment as late, missing, etc.

Assignments
 Assignment List Edit Assignment Save Save & Create New Assignment

Assigned Date: 05/02/2012
 Due Date: 05/10/2012
 Assessment ID: HIS.01.03 - Bill of Rights

Scoring Alignment Legend
 STD1 - Knows basic facts
 GT2 - Quarter Grade

Students	Att 05/10	Scores				T	M	L	I	Ch	X	Student Submissions	Release Item Feedback
		Score Fill	STD1	Dr	GT2								
04 Cowper, Wenda #743												05/03/2012 12:27 PM	

Image 11: Scoring Editor for a Single Student

Click the **Fill From Assessment** button to fill the overall score from the total calculated from the Student Response area below. The assignment context checkboxes are as follows:

- T: Turned In
- M: Missing
- L: Late
- I: Incomplete
- CH: Cheated
- X: Exempt

Mark the **Release Item Feedback** to publish the student's responses, the correct response and any item comments entered so the student and parent can view them in the Portal.

Student Response Score Summary

The Student Response Score Summary totals the scores entered in the Student Response editor below for each Scoring Alignment. This section is read-only.

Student Response Score Summary	STD1	GT2	
Points Earned/Points Possible		Earned	Poss
		65	100
System Scored Items: (Number Correct/Number Possible)	0 / 0		
Teacher Scored Items: (Number for each rubric score)	0 / E 1 / S 0 / I 0 / N 0 / Unscored		

Image 12: Response Score Summary

This section can assist teachers in understanding how a student performed overall on the assessment. For example, a summary of student scores on multiple standards would determine how the teacher scores the assessment as a whole in the Scoring editor above.

Student Response Editor

The Student Response Editor lists each item and the score earned by the student. Where a correct answer was selected when the Test Item was created (such as Multiple Choice and True/False items), the item will be scored automatically. The items listed can be sorted by **Item Type** or by *All* or *Unscored* using the dropdown lists.

A scoring column will appear for each Scoring Alignment established in [Scoring Setup](#).

Student Response 05/03/2012 11:42 AM - 05/03/2012 12:27 PM

Item Type: All Item Types Scored: All

☐ List View ☒ Detail View

Item ID	Item Type	Correct	Item Score Fill				Comments	
			STD1	GT2		Earned		Poss
HIS.09.03.08	MC-S	<input checked="" type="checkbox"/>			15	15		
HIS.09.03.01	E		S ▼		20	25	Answer expressed opinion, but points deducted for	
HIS.09.03.02	SA	<input checked="" type="checkbox"/>			15	15		
HIS.09.03.04	T/F	<input type="checkbox"/>			0	15		
<div> 4. The 5th Amendment gives citizens protection from unreasonable search and seizure. <div> <input checked="" type="radio"/> A. True <input type="radio"/> B. False </div> </div>								
HIS.09.03.03	MC-S	<input type="checkbox"/>			0	15		
HIS.09.03.05	T/F	<input checked="" type="checkbox"/>			15	15		

Fill All Fill Empty

Image 13: Student Responses

Clicking on an **Item ID** will show the details of the item, Stem Text (question), response options with the correct one indicated by a checkmark icon, and the student's response. The item list will show in **List View** with no item details showing. Mark the **Detail View** radio button above the Item ID list to view the details for all items.

To use the *Fill* options, enter a point value or rubric score. Click the **Fill** button to fill all score fields with the entered value. Click the **Fill Empty** button to fill only empty score fields with the entered value.

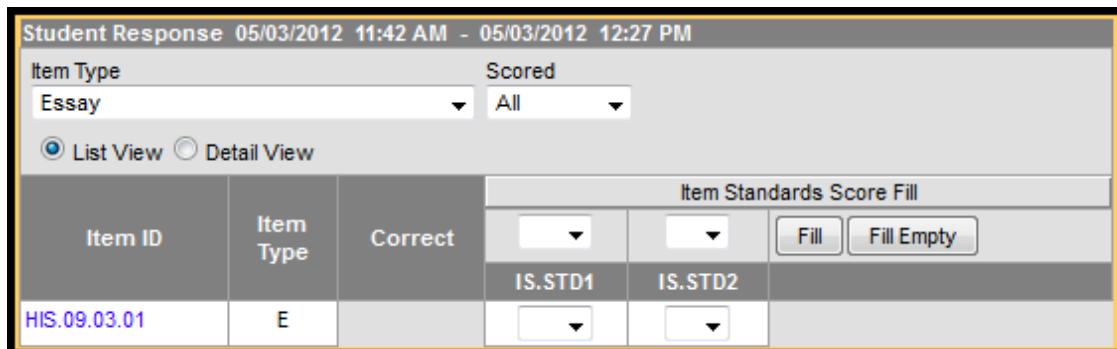
Items that can be auto-scored will have correct responses indicated with a checkmark in the **Correct** column. This checkbox is not available for *Essay* test items or *Short Answer* test items where response options were not included. Teachers may mark items as correct or not as desired, including changing the auto-scored selections. Correct items will show points **Earned** and will calculate into the Total earned above. Alignments with a score type of Assignment Marks or Rubrics can be scored using the dropdown list.



Be sure to **Save** scores before exiting the editor or proceeding to another student.

Save & Score Item Standards

When test items are [created](#), item creators can align standards to individual test items. Teachers are not required to include these standards in the scoring alignments for the assessment, but they do have the option of scoring these standards for district reporting purposes.



The screenshot shows a web interface for scoring student responses. At the top, it says 'Student Response 05/03/2012 11:42 AM - 05/03/2012 12:27 PM'. Below this, there are two dropdown menus: 'Item Type' set to 'Essay' and 'Scored' set to 'All'. There are two radio buttons: 'List View' (selected) and 'Detail View'. Below these is a table with columns: 'Item ID', 'Item Type', 'Correct', and 'Item Standards Score Fill'. The 'Item Standards Score Fill' column has two sub-columns, 'IS.STD1' and 'IS.STD2', each with a dropdown menu. There are also 'Fill' and 'Fill Empty' buttons. The table contains one row with the item ID 'HIS.09.03.01', item type 'E', and a greyed-out 'Correct' column.

Item ID	Item Type	Correct	Item Standards Score Fill	
			IS.STD1	IS.STD2
HIS.09.03.01	E			

Image 14: Scoring Item Standards

By scoring the item in this way, districts can assess item performance regardless of assessment, scoring alignment, section or teacher. Auto-scored items are stored automatically. This information is included in the [Item analysis](#) shown in the search results of the Test Item Bank.