



Managing assessment submissions (quizzes)

Quick guide for instructors

For Vista 4.x


Assessment submissions are largely managed in *Teach* tab, through the Assessment Manager tool. However, as designer you can also control some aspects relating to processing assessments in *Build* tab, through the Assessments tool. These aspects are managed in the settings for the assessment (see below and also in the guide *Creating assessments*).

This guide deals with the management of quiz submissions only; surveys and self tests are not formally graded.

[For managing surveys, see the accompanying guide *Creating and managing surveys*.]

Setting the parameters for submission

In the settings for an assessment, you control how the submissions will be handled.

1. In *Teach* tab, launch the Assessments tool (under the *Course Tools* menu). The *Assessments* screen appears, listing all the assessments in the section.
2. Click on the *ActionLinks* icon  next to the assessment you wish to edit, and select **Edit Properties** from the drop-down list that appears. The *Edit Assessment Properties* screen appears, with default or previous settings shown.

Note: The first four fields of data are automatically filled in – edit as desired.

Under *Duration*:

3. Select either *Unlimited* or a defined *time*. If you want to block a submission after the test time has expired, click on the check box *Disallow answer submissions if time has expired*.


Under *Attempts*:

4. Next to *Allowed attempts*: Set the number of attempts possible in the drop-down list.
5. Next to *Minimum attempt time*: Set a minimum time that students must spend on the assessment for it to be submitted.


Under *Student score*:

6. Select one of the three options by clicking on the radio button for that option.
7. To determine how the scores from multiple attempts will be converted to a final grade, select the desired option from the drop-down list

Under *More Options*

8. Click on the arrow icons  to reveal the individual options available. Default values are set in these options.
9. *Dates Available*: If you want the assessment available over a specific time period (other than beginning today and available thereafter — i.e. unlimited), edit the settings in the drop-down lists provided (or leave them as is and set available dates through the Selective Release Map — note the advice in the *End Time* section. For further information/advice on which option to take see the Quick guide *Controlling what components students can access in Vista*.
10. *Results Settings*: Next to Student results display: Click on the check boxes to either activate or deactivate a default option
11. *Submission Settings*: If you wish to send students a confirming message that the submission has been received, or send some other message, enter that message in the text box provided.
12. *Security Settings*: Follow the prompts if you want secure access to the assessment.
13. Click **Save**.

Viewing a submission

1. In Teach tab, launch the Assessment Manager tool (under the *Instructor Tools* menu). This opens the *Assessment Manager* screen.
2. Click on the *ActionLinks* icon  for the assessment concerned, and select **View Submissions** from the drop-down list that appears.
 - To view a graded submission you will need to be in *Graded* tab.
 - To view a submission awaiting grading, you will need to click on the *Not Graded* tab.
 - To view both graded and ungraded submissions on the screen you will need to click on the *All* tab.
3. To open the submission and view the student's answers to each question and feedback given, click on *View Attempt [X]* under *Attempt*.

Grading a submission

All but paragraph questions are graded automatically in a quiz.

Quizzes made up entirely of automatically marked questions

These quizzes are graded automatically, with the result (according to the *Attempts* criteria) entered into the Grade Book. Depending on the settings for the assessment (see the section 'Setting the parameters for submission' earlier),

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scores will either be automatically released to students or withheld, until you decide to release them through the Grade Book tool.

Score(s) and grade for each student are shown on the *Assessment Submissions* screen (see 'Viewing a submission' earlier).

Grading a submission with paragraph answers

While the questions that can be automatically marked are scored automatically, the submission is placed under the *Not Graded* tab on the *Assessment Manager* screen.

The summed score for the automatically marked questions is indicated under *Partial Score*.

1. Open the submission containing the paragraph question for grading (under *Attempt*). This opens the *View Attempt [X]* screen, indicating the assessment is only partially graded.
2. Scroll down to the paragraph question response, enter a score in the box, and any specific comments for the student.
3. Click **Update Grade**. The paragraph score is added to the partial score and final grade computed. The submission is transferred to the *Graded* tab.

The grade is automatically recorded in the Grade Book. The score/grade will either be released to students (if the option *Release the score once the assessment has been submitted and all the questions have been graded* was chosen) or withheld pending their manual release through the Grade Book.


Grading by paragraph question

Note: You can mark quizzes question by question, rather than by each student at a time – see the comprehensive guide.

Providing feedback comments to students

You can provide comments on an answer to a particular question or the submission as a whole.


To add comments on an individual question:

1. From the *Assessment Manager* screen, click on the *ActionLinks* icon  for the assessment concerned, and select **View Submissions** from the drop-down list that appears.
2. Open the attempt (by clicking on *View Attempt [X]*), and enter any comments in the *Comments for student* text box associated with each question.

To add a comment on the overall submission, enter these in the *Comments for student* text box immediately below the *Total score*.


3. Click **Update Grade**.



Changing/modifying a grade

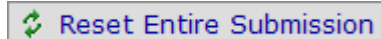
1. Open the *Assessment Manager* screen, in *Graded* tab. Click on the *ActionLinks* icon  for the assessment concerned, and select **View Submissions** from the drop-down list. Click on the student *Grade* mark to open the *Edit Grade* dialog box.
2. Delete/backspace the existing grade mark in the grade box. Enter a new grade. Add any comments for your records.
3. Click **Save**.

Discounting submissions



Open the *Assessment Manager* screen in *Graded* tab.

Click on the *ActionLinks* icon  for the assessment concerned, and select **View Submissions** from the drop-down list.

- To discount an attempt, click on the *ActionLinks* icon  for the attempt, and select **Reset Attempt** from the drop-down list. (Note: The grade may or may not change, depending on the attempts settings.)
- To discount all attempts of a student and reset/clear the grade to *Not graded*, click on the *ActionLinks* icon  for the student's name, and select **Reset Entire Submission** from the drop-down list.
- To discount all submissions for a number of students, or all students, select the checkboxes next to the students' names, and click on


 **Reset Entire Submission**

Releasing results to students

1. To view/edit the settings for an assessment, in *Teach* tab click on the *Assessments* tool, and then the *ActionLinks* icon  for the assessment concerned. Select **Edit Properties** from the drop-down list.
2. Scroll to *Student score*. For an explanation of the three options, see the section 'Setting the parameters for submission' earlier.
3. Click the radio button to choose the option, then click **Save** (or **Cancel** if settings are to remain unchanged).
4. To confirm that grade results will/will not be released to students, open the *Grade Book*, click on the *ActionLinks* icon  for *Grade Book Options*, and select *Column Settings*. In the table row *Released to Student*, check the *Yes/No* entry in the table column for that assessment. This must be **Yes** for results to be released.

Viewing performance and statistical data

You can view the performance of each student on every question in the assessment, view statistics about each question, and view the performance of a selected group or entire class on the assessment.

To access the reporting function, from the *Assessment Manager* screen, click on the *ActionLinks* icon  for the assessment concerned, and select **View Reports** from the drop-down list to open the *Assessment Reports* screen. Four types of report are possible.

Firstly, select the assessment for which you want a report for, from the drop-down list.

To view individual students' performance on an assessment

1. Select the *Performance* radio button.
2. Click **Run Report**. The *Performance* screen appears, displaying students' answer choices and scores. Performances can be sorted by name or grade — click on the relevant column header title to reveal the options available.
3. To view statistics on a particular question (except paragraph questions) click the column header for the question and select *Statistics* from the *ActionLinks* menu. The *Question Statistics* screen appears, displaying answers to the question, values assigned to each answer, and the frequency distribution of each answer. [To access other statistics about a question, see Item Statistics below.]

To view statistics about overall student (i.e. class) performance on a question-by-question basis

1. Select the *Item Statistics* radio button.
2. In the *Select the report criterion* box select whether to run the report on the whole class, or just a selected group of students — identified by User ID. Note: When the *All Class* option is chosen, the report generated is the same as for the *Class Statistics* reporting option.
3. Click **Run Report**. The *Item Statistics* screen appears, containing a question-by-question analysis of group performance on the quiz. Statistics include mean, standard deviation, discrimination.

To view overall class performance on an assessment (quiz)

1. Select the *Summary Statistics* radio button.
2. Next to *Select the report criterion*, check that *All Class* is selected. (The *User ID* option allows you to produce a summary report for a selected group of students; not necessarily the whole class.)

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3. Click **Run Report**. The *Summary Statistics* screen appears, showing the mean and standard deviation of group performance on the quiz.

Downloading statistical reports

You can download records to a spreadsheet for further analysis.

1. On any of the *Item Statistics*, *Summary Statistics* or *Class Statistics* screens, click **Download Records**. Your browser's file download dialog box appears.
2. Make your selections to save the file to your local computer.

References:

Designer and Instructor Reference Manual for WebCT Vista 4 (WebCT Inc.)

Vista 4 Online Help (WebCT Inc.)

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