

Assessment Manager

As submissions are not available for self tests, this function is available only for quizzes and surveys.

The Assessment Manager is divided into 3 functions:

- ✓ Settings: dates, results, time limits, etc
- ✓ Submissions: view and grade student submissions
- ✓ Reports: view basic and statistical reports on performance

To Locate the Assessment Manager

1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then locate the Assessment Manager area located in the second column of the Tool View.

Assessment Manager

[Settings](#)

View all Assessments, update Assessment Settings and access Question Settings.

[Submissions](#)

View and grade submissions, and provide students with feedback on their work.

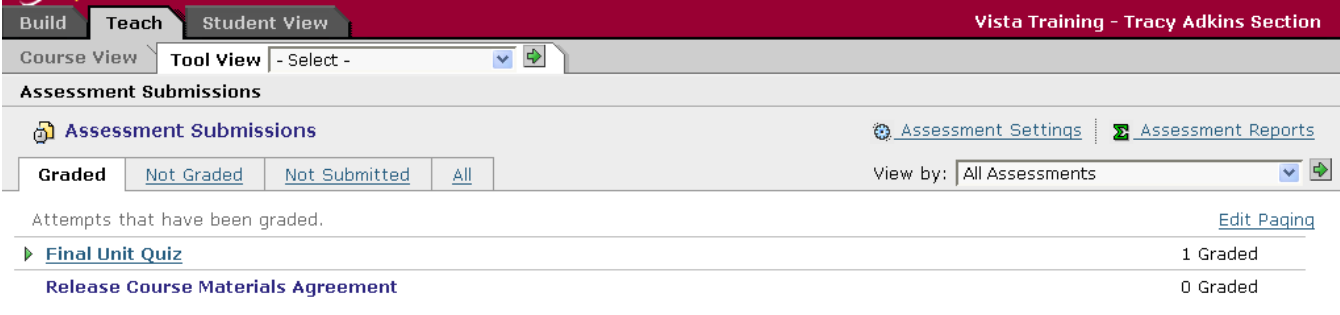
[Reports](#)

View basic and statistical reports on student performance.

Managing a Students' Submission


To View and Grade Assessment Submissions

1. On the Tool View screen click the **Submissions link** in the Assessment Manager area.



Attempts that have been graded. [Edit Paging](#)

Assessment Name	Graded
Final Unit Quiz	1 Graded
Release Course Materials Agreement	0 Graded

* Indicates the Assessment content has been modified. Graded attempts and partially graded attempts whose scores are marked with a * are outdated. To regrade all outdated attempts based on the latest content, click 

2. If the Assessment was automatically graded it will appear under the *Graded tab*. To view the assessment submission of a particular student, *click the green arrow* next to the assessment name. This will display the students who have taken and submitted the assessment. To view their submission *click the attempt link*. i.e. View Attempt 1

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Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assessment Submissions

Assessment Submissions Assessment Settings Assessment Reports

Graded Not Graded Not Submitted All View by: All Assessments

Attempts that have been graded. [Edit Paging](#)

Final Unit Quiz 1 Graded

The grade displayed is the First of the Student's attempts.

Name	Grade Out of 10	Attempt	Score Out of 10	Time	options ?
Student 1284033, Demo	4	View Attempt 1	4	00:15:10	
<input type="checkbox"/> Reset Entire Submission					

Release Course Materials Agreement 0 Graded

+ Indicates the Assessment content has been modified. Graded attempts and partially graded attempts whose scores are marked with a + are outdated. To regrade all outdated attempts based on the latest content, click

If the Assessment was not automatically graded click the *Not Graded* tab. To view the assessment submission of a particular student, *click the attempt link*. i.e. View Attempt 1

Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assessment Submissions

Assessment Submissions Assessment Settings Assessment Reports

Graded **Not Graded** Not Submitted All View by: All Assessments

The Attempts listed below contain a paragraph question, and must be graded manually. [Edit Paging](#)

Title	Name	Attempt	Partial Score	Time	options ?
Final Unit Quiz	Student 1284033, Demo	View Attempt 1	4	00:00:54	

+ Indicates the Assessment content has been modified. Graded attempts and partially graded attempts whose scores are marked with a + are outdated. To regrade all outdated attempts based on the latest content, click

3. When a submission is opened, you can override scores and enter comments.

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Tool View

Assessment Submissions > Final Unit Quiz

View Attempt 1 of 1

Name: Student 1284033, Demo
 Title: Final Unit Quiz
 Started: May 12, 2005 12:56 PM
 Submitted: May 12, 2005 1:11 PM
 Time spent: 00:15:10

Total score: 4 / 10 = 40% | Adjust total score by: 0.0

Update Grade | Reset Attempt | Cancel

1. Culturally Competent

Which elements contribute to an institution's or agency's ability to become more culturally competent?

Student Response	Value	Correct Answer	Feedback
1. valuing diversity	0%		
2. having the capacity for cultural self-assessment	0%		
3. having institutionalized cultural knowledge	0%		

4. Then click the **Update Grade** or **Cancel** button.

To Grade a Particular Question on a Quiz at Once without seeing Student Name (Anonymously)













1. From the Not Graded tab, *click the name of the submission* you want to grade. A list of questions is displayed.


Build **Teach** **Student View** Vista Training - Tracy Adkins Section

Course View | **Tool View** | - Select -

Assessment Submissions > Final Unit Quiz

Final Unit Quiz Available: Yes | Edit Settings | Set Release Criteria | Preview

Title	Points	Type	options ?
1. -5. Question Set: 5 x	2	Question Set	
Culturally Competent	--	Multiple Choice	 
Cultural Terms	--	Matching	 
Generalization	--	Fill in the Blank	 
Refugees	--	Short Answer	 
Stereotype	--	Fill in the Blank	 
6. Experience	10	Paragraph	 
Total Points:	20		

2. For the question you want to grade, under options, click the **Grade all attempts of this question** button  . The View Attempts screen appears.

Build Teach Student View Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assessment Submis... > Final Unit Quiz > Question Attempts

View Attempts of: Culturally Competent

Click an Attempt from the list below. To grade anonymously, click **Hide Names**. [Edit Paging](#)

Display Names Hide Names

Name	Attempt	Score Out of 20	Status
Student1, Test	Attempt 1	0.0	Graded
Student2, Test	Attempt 1	0.0	Graded
Student 1284033, Demo	Not attempted	--	Not submitted
Student3, Test	Not attempted	--	Not submitted

Done

- A Display Names/Hide Names button toggle allows you to grade students without seeing their names if you choose. To display student names while grading, click **Display Names**. To hide student names while grading, click **Hide names**. Students are randomly sorted and displayed by designated number, from 0001 on.
- Under Attempt, *click the attempt of a student* to grade. The View Question Attempt screen appears.

Build Teach Student View Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assessment Su... > Final Unit Qu... > Question Atte... > Experience

View Question Attempt

Test Student1 View Attempt 1 of 1

Experience

Describe a situation where you feel that you were judged according to a stereotype.

Student Response:
wrhyrfgyh

Score: / 10

Comments for student:

Save and View Next Attempt View Next Attempt View Member List


Done

- In the Score text box, *enter the grade*.
- In the Comments for student text box, *enter comments* if desired.
- Depending on whether you are viewing the last attempt for this question or not, you have the following options:
 - If you are viewing the last attempt for this question, do one of the following:
 - To save the current attempt and view the member list, click **Save and View Next Attempt**.
 - To view the member list without saving the current attempt, click **View Member List**.
 - If there are more attempts to be viewed for this question, do one of the following:
 - To save the current attempt and view the next, click **Save and View Next Attempt**.
 - To view the next attempt without saving the current, click **View Next Attempt**.
 - To view the Member List without saving the current attempt, click **View Member List**.

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- If you are finished, click **Done**.

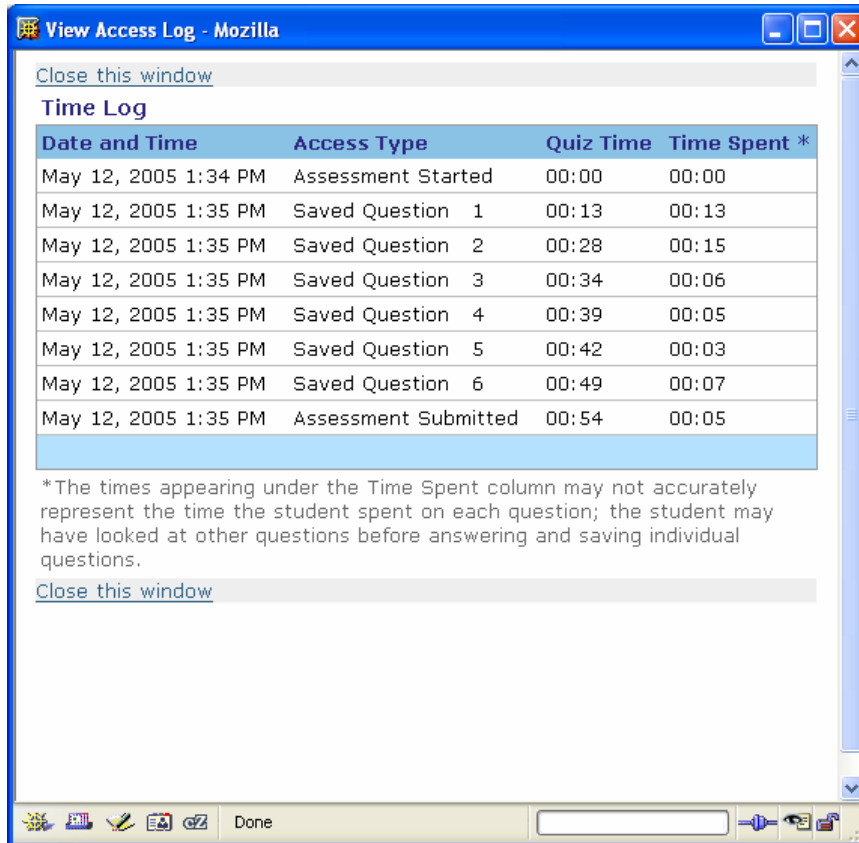
To Reset an Attempt for an Assessment

8. Click the **Reset button**  in the options column for the appropriate student next to the attempt that needs to be reset.
9. Click **OK** to complete the reset.

The View Submissions screen also provides a “time” link for each attempt that a student made on the assessment to determine the time the assessment was started/stopped, when each answer was saved, and the approximate amount of time spent on each question.

To View Time Information for an Assessment

1. From Either the *Graded* or *Not Graded* tab, click the green arrow next to the assessment name. This will display the students who have taken and submitted the assessment. To view their time information click *the time link*. i.e. 00:00:06



Date and Time	Access Type	Quiz Time	Time Spent *
May 12, 2005 1:34 PM	Assessment Started	00:00	00:00
May 12, 2005 1:35 PM	Saved Question 1	00:13	00:13
May 12, 2005 1:35 PM	Saved Question 2	00:28	00:15
May 12, 2005 1:35 PM	Saved Question 3	00:34	00:06
May 12, 2005 1:35 PM	Saved Question 4	00:39	00:05
May 12, 2005 1:35 PM	Saved Question 5	00:42	00:03
May 12, 2005 1:35 PM	Saved Question 6	00:49	00:07
May 12, 2005 1:35 PM	Assessment Submitted	00:54	00:05

*The times appearing under the Time Spent column may not accurately represent the time the student spent on each question; the student may have looked at other questions before answering and saving individual questions.

Viewing Reports on Assessments

Reports allows you to view basic and statistical reports on student performance.

To View Reports

1. On the Tool View screen click the **Reports link** in the Assessment Manager area.

Build Teach Student View Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Assessment Reports

[Assessment Reports](#) [Assessment Settings](#) [Assessment Submissions](#)

Select an Assessment

Assessment Title: - Select -

Select a Report Type

Performance
Displays Students' scores for quiz submissions.

Item Statistics
Select the report criterion: Essay 1
Displays performance statistics for individual questions. Compares the performance of the selected Students to the performance of the entire class.

Summary Statistics
Select the report criterion: Essay 1
Compares all Students' results in one table.

Class Statistics
Displays class performance statistics for individual questions.

Run Report

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To View Student Performance

1. From the Assessment Title drop down list, *select the assessment* you wish to view the performance for.
2. Select the **Performance Radio button**.
3. Click **Run Report**.

To View Item Statistics

1. From the Assessment Title drop down list, *select the assessment* you wish to view the performance for.
2. Select the **Item Statistics Radio button**. Then from the adjacent drop down list *choose the report criterion*.
3. Click **Run Report**.

To View Summary Statistics

1. From the Assessment Title drop down list, *select the assessment* you wish to view the performance for.
2. Select the **Summary Statistics Radio button**. Then from the adjacent drop down list *choose the report criterion*.
3. Click **Run Report**.

To View Class Statistics

1. From the Assessment Title drop down list, *select the assessment* you wish to view the performance for.
2. Select the **Class Statistics Radio button**.
3. Click **Run Report**.