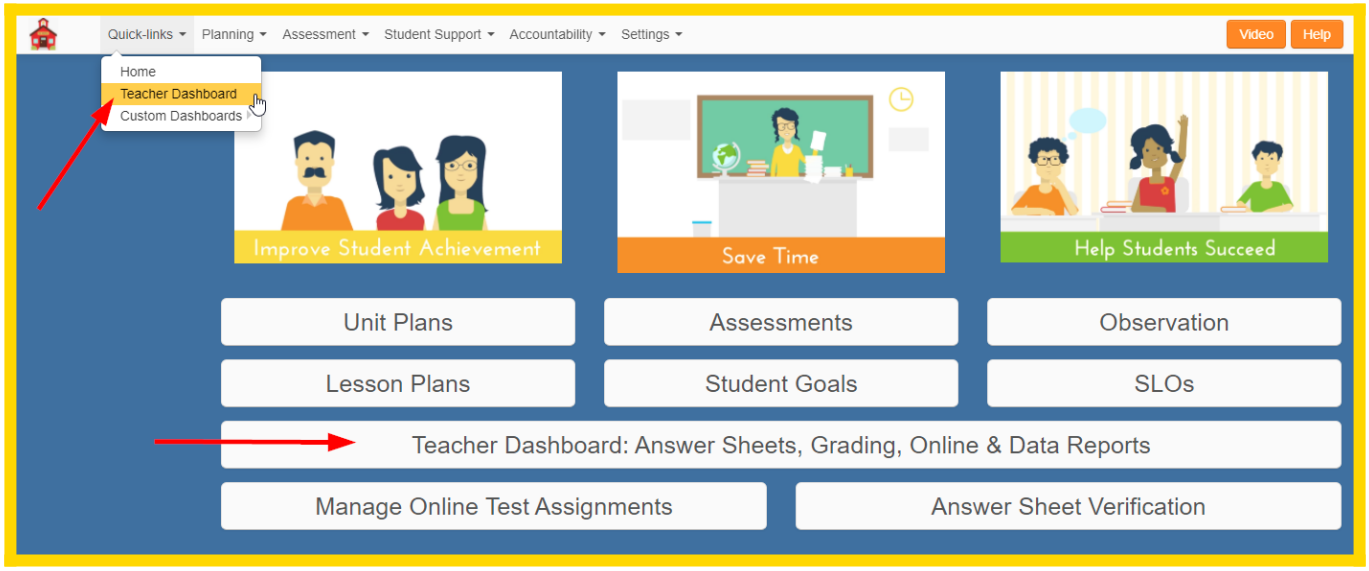
03.D.5. Grading Online Assessments

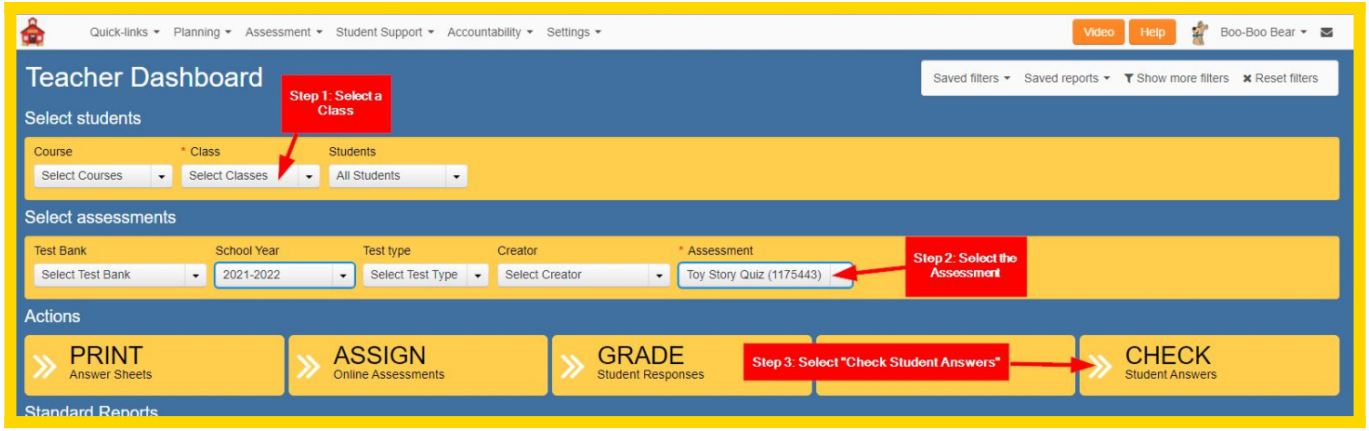
Click here to view the Help Video

Student responses and other details for Online Assessments are available for teacher review as soon as the student enters their responses in their PROGReSS accounts.

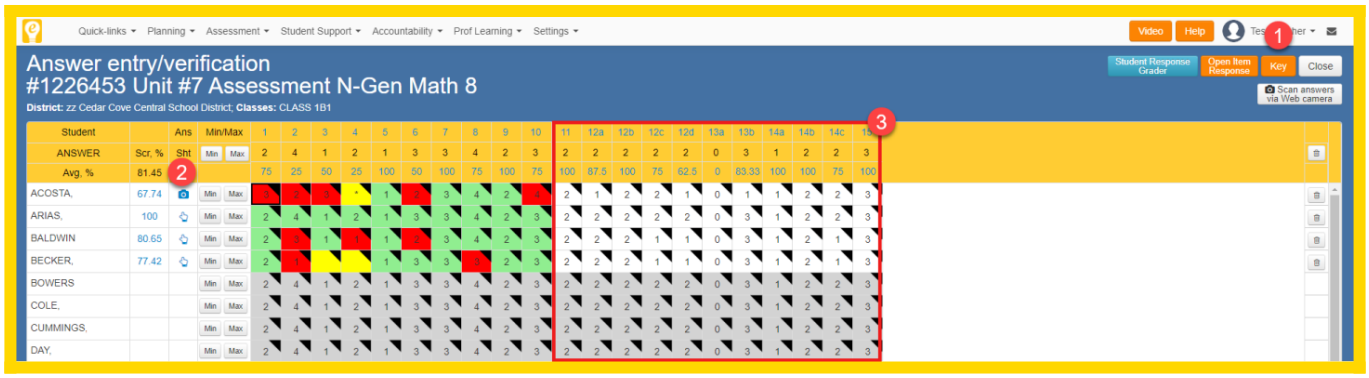
To grade or review student responses for an assessment, the user must begin by navigating to the Teacher Dashboard from the eDoctrina homepage or Quick Links menu.



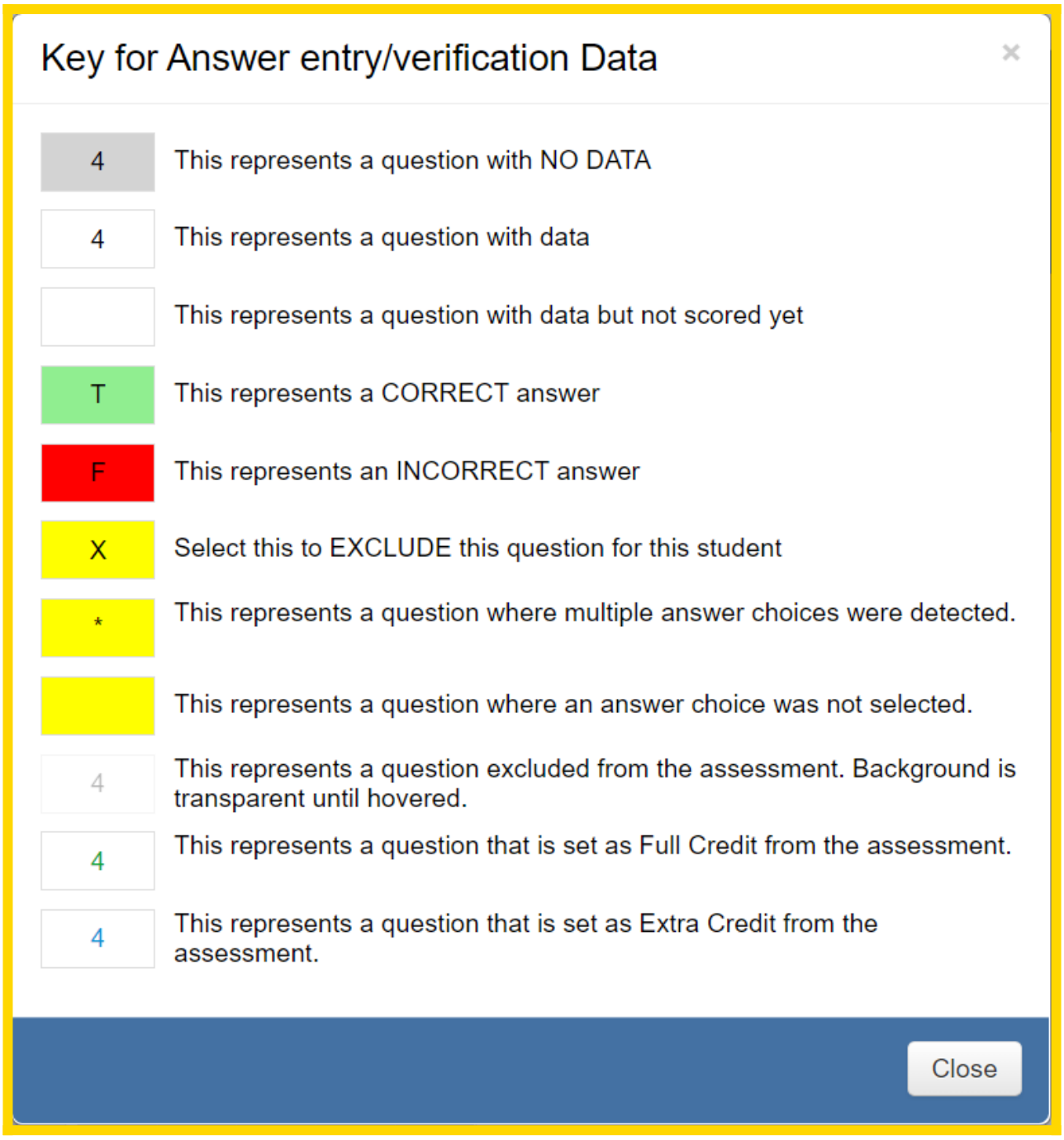
On the Teacher Dashboard, select the students and the assessment that need to be graded, by manipulating the filters. Once the appropriate filters have been selected, proceed to click the "CHECK Student Answers" button to visit the Answer entry/verification screen.



On this screen, many details about the progress and performance can be gathered.



1. The Answer Verification screen will be very colorful. Each color is described in the color key that can be accessed by selecting the Key button. A pop-up will appear.



NOTE: For multiple choice questions, green is the only color that will reward points to the student.

2. To view details about the online assessment, such as when the student started and finished the assessment, it is possible to hover over the icon in this column to gain this information.

3. Teacher Scored questions need to be graded and are easily identified as the boxes with the black triangles in the top-right corner. Click on the black triangle to view the responses entered by the student(s).

   When grading online Teacher Scored questions, it is important to know what the colors and contents of the cells mean to ensure proper entry of grades:

   - A cell the is has a **GRAY** background indicates that the student has not visited this question in the assessment. This counts as an INCORRECT answer.

     If the

option is selected, the **GRAY** box will change to white with the point value of the question within the cell.

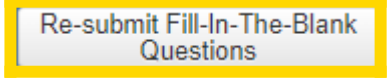
     If the

option is selected, the **GRAY** box will change to white with a **"0"** within the cell.

     NOTE: The option to select "Min" or "Max" exists so teachers can enter responses more rapidly by auto-populating the unvisited cells for students.

   - If a student has visited a question AND has provided a response, the cell background will be **WHITE**, as eDoctrina does not reward points to the student automatically.

     A **WHITE** cell containing a **"0"** indicates that the student response has not yet been graded OR the student has been graded earning zero points.
     A **WHITE** cell containing a **value** indicates that the student response has been graded

     NOTE: If the question type is "Fill-in-the-Blank", the student responses will be graded according the the acceptable responses entered for the question in the Assessment Editor. If a change has been made to the acceptable responses within the assessment then you can use the 

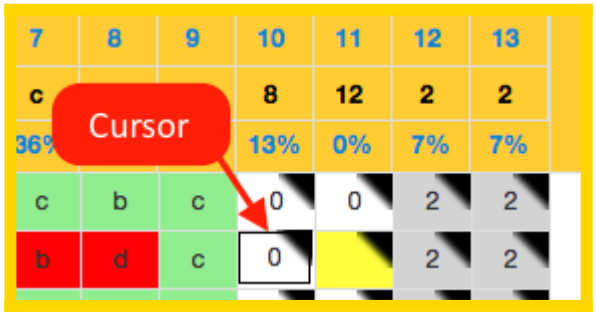
button to apply the new changes.

   - If a student has visited a question AND has NOT provided a response, the cell background will be **YELLOW**. This counts as an INCORRECT answer.

Viewing/Entering Student Responses for Teacher Scored Questions

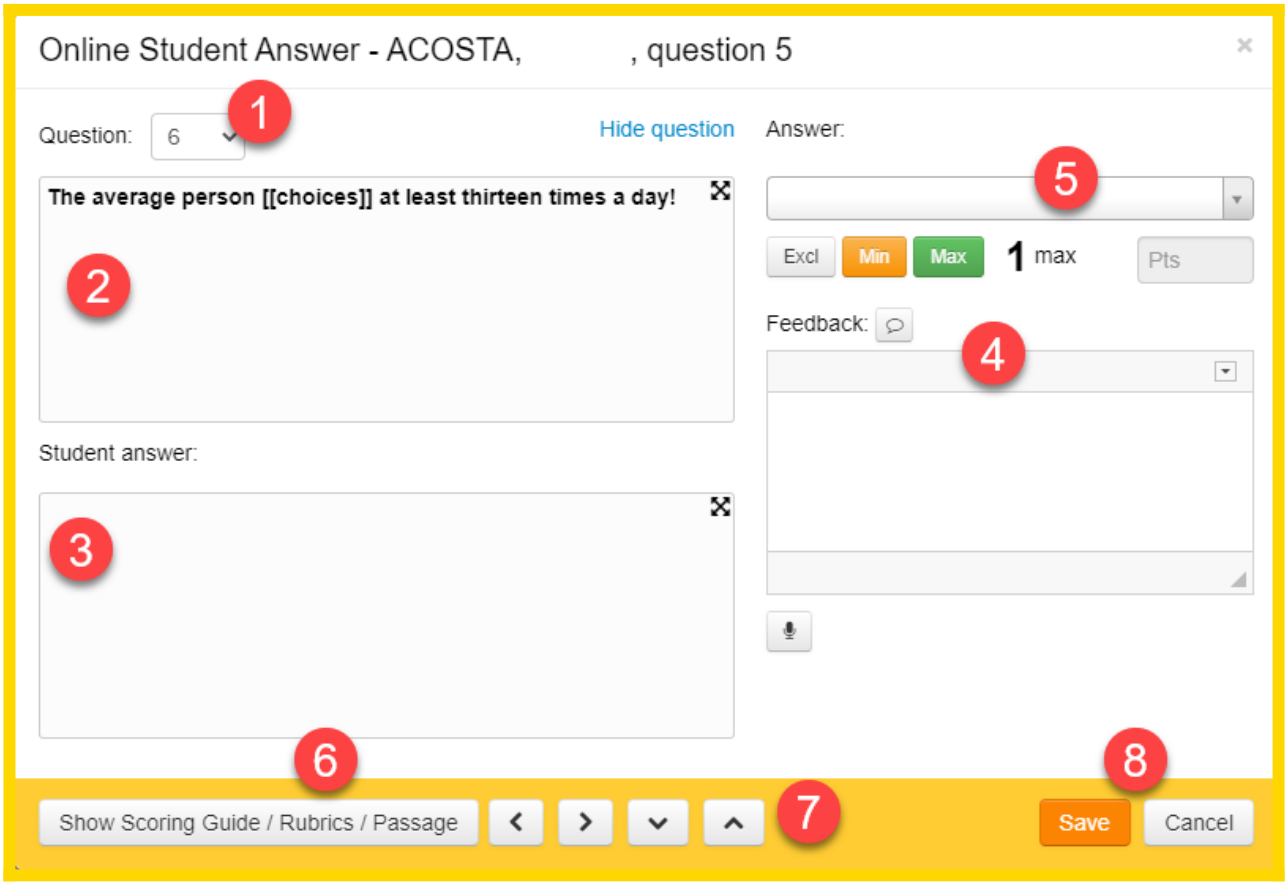
Scores for questions can be selected directly from the Answer entry/verification screen by clicking the desired cell. If the question has a **point value of 10 or less**, a pull-down will appear will all possible values for easy selection. If a teacher scored question has a **point value greater than 10**, the pull-down will not display all point values and the score will have to be manually entered using the keypad.

To enter scores using the keypad, utilize the directional arrows on the keyboard to move the cursor over the desired cell. The cursor always starts in the top-left cell and will be displayed with a black outline.



To quickly key in scores on the Answer entry/verification screen, here are some keyboard shortcuts:

- Click the black triangle in the upper right corner of the cell to view the student responses. A pop-up window will appear that contains many tools to make grading a question much easier.



1. The **Question** pull-down allows the user to select the question that they would like to view.

2. This area will display the question body of the selected question. If the question does not fit in the viewable area, select the "Expand" button at the top-right to view a larger window that will contain the whole body of the question.

3. This area will display the student's response. If the student response does not fit in the viewable area, select the "Expand" button at the top-right to view a larger window that will contain all contents of the student response.
   NOTE: This area will contain all possible response types. This includes the Text Editor, the Sketchpad, and Uploaded files(which will display as a link).

4. The opportunity to enter a **Teacher Comment** regarding the student's response is possible in the "Feedback" area. If desired, it is possible to display this comment on a student's Individual Student Report to enhance the communication between teacher and student.

5. The **Answer points** option allows the user to assign a point value to the selected question by selected the earned score from the pull-down or entering the score using the keypad.

6. If there is a **Scoring Guide** or **Rubric** tied to a specific question, the option to view these attributes is available by selecting the

   button.

7. The arrows on the bottom of this pop-up window allow the user to toggle between students and/or questions with ease. The arrows navigate to the previous and next question, respectively, for a student. The arrows navigate to the student below and above, respectively, for the selected question. These arrows simply move the cursor from one adjacent cell to another on the Answer entry/verification screen.
   NOTE: If a score has been entered and one of these arrows is selected, the entered score will be saved.

8. It is important to select the

   button to save the most recent entered grade. The "Cancel" button will neglect any changes made on the current pop-up.

For more information about managing and verifying student responses, please visit our help guide on Answer Verification.

For an alternative means of grading assessments, please see our help guide on the Teacher Completed Screen.