

Grading & Accessing Extended Responses in Unit/Interim Assessment Data in Benchmark Universe

1. Click on the “Reports icon on your landing page.



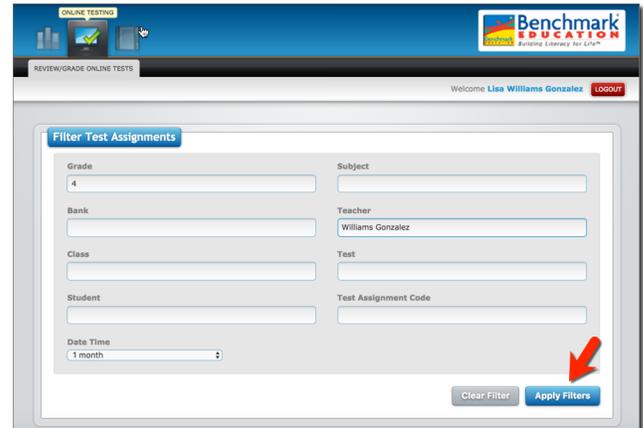
2. Click on the middle icon, which is the “Online Testing” icon.



3. Click on the “Review/Grade Online Tests” button.



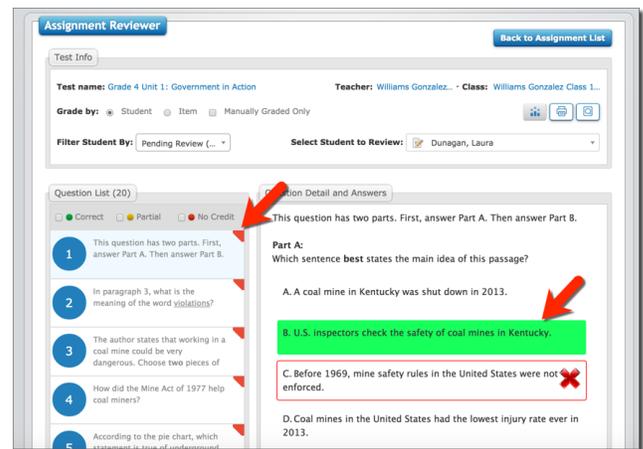
4. Use the filters to limit test results and then click the “Apply Filters” button.



5. Scroll down the page. Texts that have been completed will have a “Review” button.

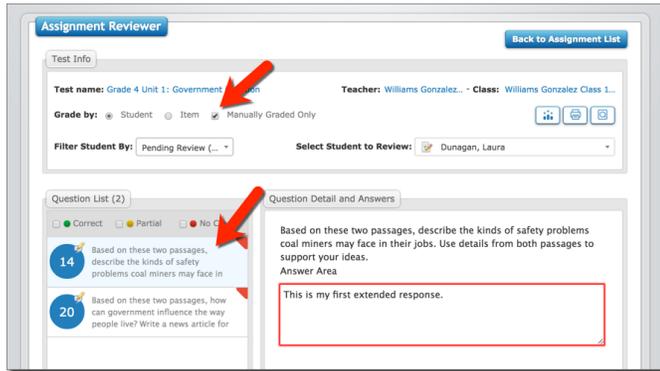
	Assigned	Test	Teacher	Class	NS	IP	PR	Final	Code	Students
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	1	0	0	0	0019254Z X1M	Mary Espin oza
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	0	0	1	0	0012463B3 Q	Laura Dunagan
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	0	0	0	1	0016916G RYNZ	Amy Cole man
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	1	0	0	0	0016956D KJFO	Brooke Wil son
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	1	0	0	0	001438HC KB	Maria Pio
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	1	0	0	0	0019535D DHPK	Fernando Otero
<input checked="" type="checkbox"/>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams...	Williams Gonzalez Class 176025	1	0	0	0	0015686S QQDC	Maren Sco tt

6. Objective items show first. The question is shown as correct or incorrect by the color in the corner. Clicking on the question will show the student’s response and the correct response.



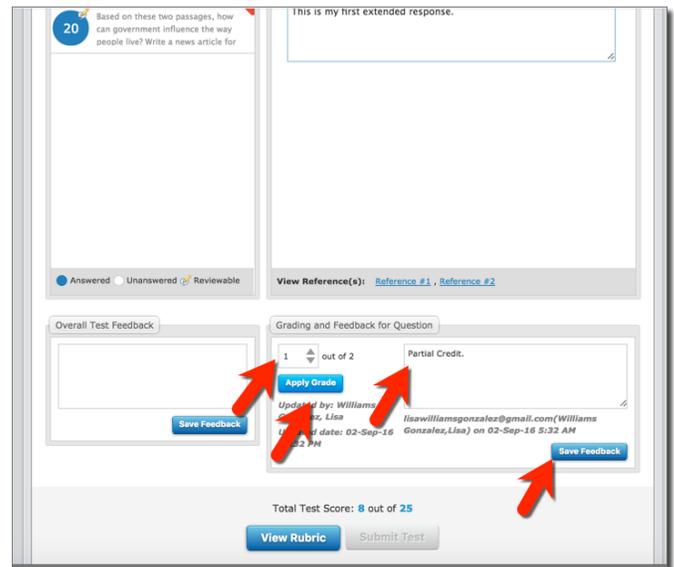
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7. To access the extended responses, click in the “Manually Graded Only” box. When you click on the question, you will see the student’s response in the red box.

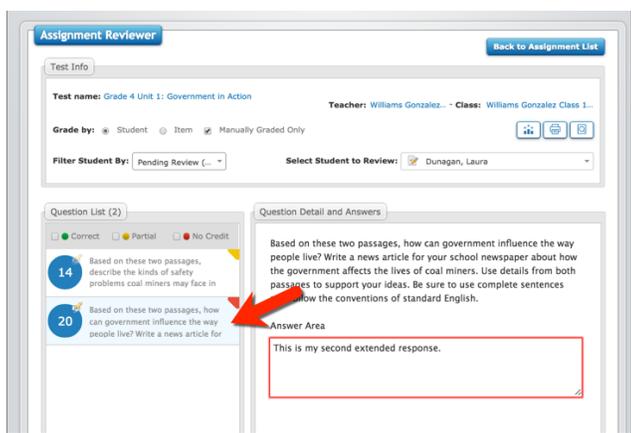


8. To grade the student’s response, scroll to the bottom of the page

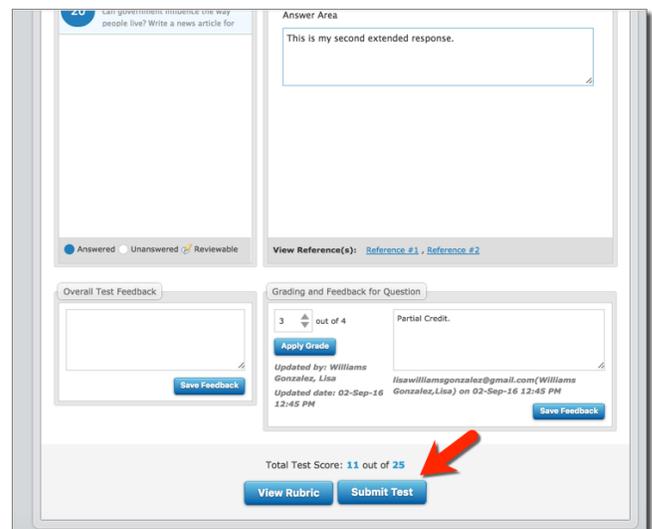
- First, assign the number of points the student has earned for their response.
- Second, give feedback on the student response.
- Third, click on the “Save Feedback” button.
- Finally, click on the “Apply Grade” button.



9. If there is a second extended response question, scroll back to the top of the page and click on that question to grade that question using the same procedure.

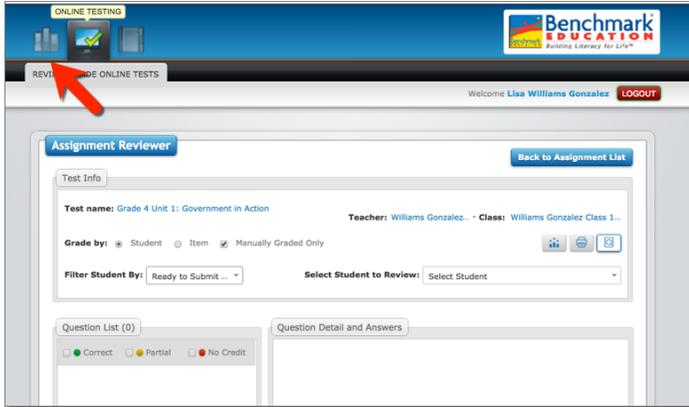


10. Once all extended response questions have been graded, the “Submit Test” button will turn blue and be active. Click it to submit the final grade for the assessment.

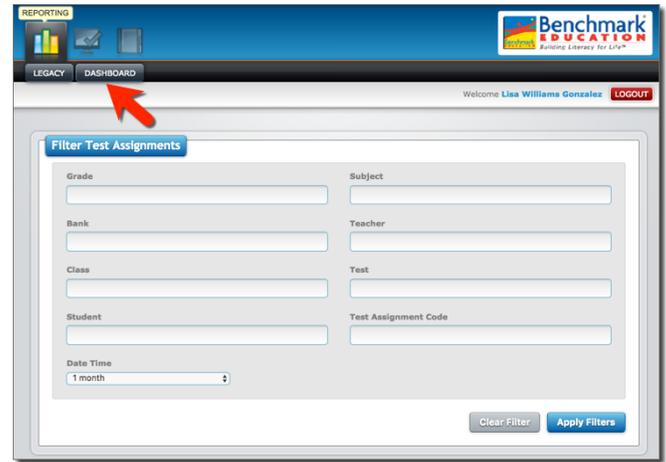


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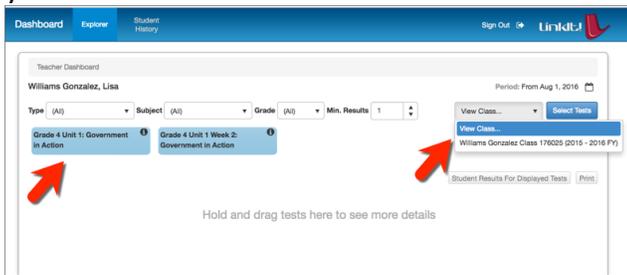
11. Once the assessment has been submitted, click on the “Reporting” icon.



12. Then click on the “Dashboard” button.



13. Now your assessment with an extended response will appear on your dashboard. When you select your class from the pull-down menu, you will see the Class Dashboard.



14. Once on your Class Dashboard, you can use the icons at the bottom of the Unit or Interim Assessment to look at the data the same way as all other assessments.

