Enter/Edit Responses via Online Scoring

The Online Scoring tool allows you to edit existing student responses or enter new responses on behalf of a student, and to score rubric-based items. A teacher or test coordinator may need to enter responses manually for students unable to take a test online or via scan sheets. This is especially useful for handling student accommodations or giving tests orally.

Access Responses/Scores for a Test

To begin, follow these steps.

1. Select **Tests** > **Scoring-Online Scoring** from the main navigation menu.
2. Select a test from the drop-down menu provided. Tests with multiple sections will be listed by section.

> ✎ **NOTE**
>
> Tests appearing as choices must meet both of the following: have **Enter/Edit Responses** enabled in the test administration window settings; and have students assigned to take the test OR have answer sheets generated for each student the user wants available for online scoring.

3. Optionally, click on the **Additional Filters** button to use saved and/or student filters. Click **Add Student Filter** to open the student filter modal. See for more information.
4. The **Show Only Finished Students** checkbox will be selected by default which will only allow students in Finished status to be available for scoring. Uncheck this box to view all students for this assessment.

> ⚠ **CAUTION**
>
> You should not score a student until they have submitted their test. This option should only be used to manually enter responses for students who are taking an assessment outside of the TalentEd by PeopleAdmin platform.

5. Response editing is available in two views: **Score by Student** and **Score by Item**. Use the tabs to select the desired view.
   - From Score by Student view, you can enter/edit responses for all items for one selected student.
   - From Score by Item view, you can enter/edit responses for all students for one selected item.
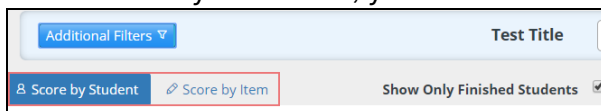
6. Depending on your view, locate and select the item or student to score.
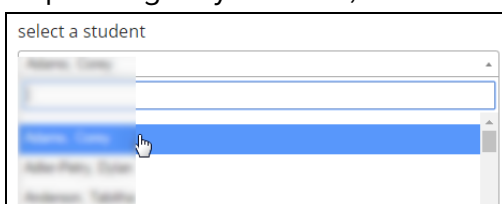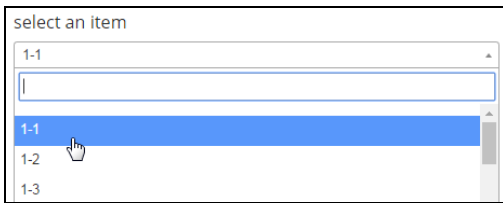
7. All applicable items will be displayed in a table below. Click on a row to preview and/or score the item.

8. Once an item row is selected, the preview pane on the right displays the full item including resources, distractor analysis, and rubrics as applicable. In addition, the student response is displayed, if answered.

> ✎ **NOTE**
>
> If the option for **Human Scored Interactions Only** is selected in the test window's Enter/Edit Response settings, only rubric-based items will be editable in the Online Scoring tool.

Edit Responses/Scores for Rubric-Based Interactions

1. If necessary, enter or edit the student response directly in the item preview field.
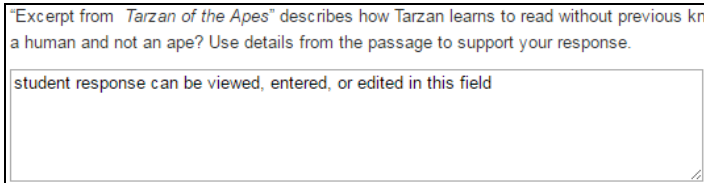
2. Click on the drop-down menu in the Response column to view the rubric score options. Choices will include the point value followed by a truncated version of the value description. Select the correct score from the menu. Depending on how the rubric was created, an item may have multiple criteria to be scored.
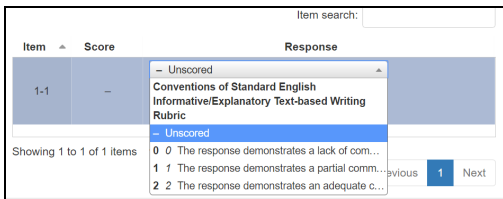

3. Responses and scores are updated and saved automatically. Scoring progress will be reflected in the scoring assignment, and the scoring assignment status summary. The total score column will be automatically updated with the total points earned.

Be aware of the following restrictions on the ability to edit/score rubric-based responses.

- If the scoring assignment requires more than one scorer for an item, the item must be scored via the scoring assignment. However the student response can be entered/edited via Online Scoring.
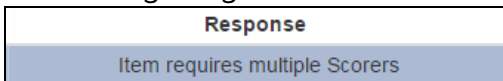
- If the scoring assignment has closed for this test, neither responses nor scores can be changed.
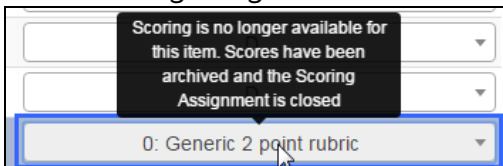
Edit Responses/Scores for Multiple Choice Interactions

1. For multiple choice items, the response can be entered using the drop-down menu in the Response column OR in the item preview. Updating one will update the other. Multi-response is supported; select all answers as necessary.

2. Item responses are saved and scores are updated automatically.

Edit Responses/Scores for All Other Interactions

1. For all other interaction types, the response is entered in the item preview.

2. Item responses are saved and scores are updated automatically.

✐ **NOTES**

Scorer roster settings defined in the scoring assignment do *not* impact who can score items via the Online Scoring tool.

Viewing or scoring the content of a high stakes test or any of its items in Online Scoring requires a user to have HIGH STAKES ADMIN permissions. Only an administrator can assign high stakes admin permissions to a user or group.