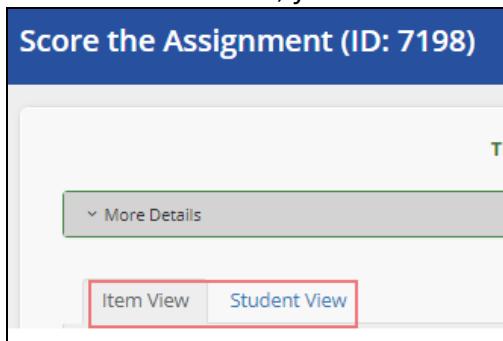


Score Student Responses

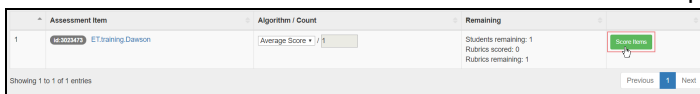
If you are assigned as a scorer for a test, you will score student responses to human-scored interactions that have been entered either via OLA or within a student response area on a scan form.

Once student responses are ready for scoring, the scoring assignment status will change to Open. Follow these steps to score the items.

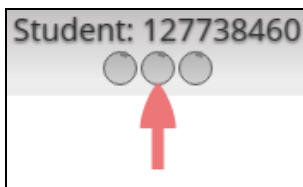
1. Locate your scoring assignments using the global search tool. Select a particular test to score by clicking on the Score button in the appropriate row.
2. Items to be scored are listed at the bottom of the screen. Scoring status is displayed in two views: Item View and Student View. Use the tabs to select the desired view.
 - From Item View, you will score rubrics for all students for one selected item.
 - From Student View, you will score rubrics for all items for one selected student.



3. In the Student View tab, you can filter for a specific class by using the drop-down class filter.
4. Depending on your view, locate the item or student to score. Use the search box to narrow the list in either view. Click on **Score Items** in the corresponding row.



5. On the scoring screen, students being scored are represented along the top by bubbles. The student whose response you are viewing will be designated by a small arrow beneath the bubble as well as the student name (or student ID if blind scoring is enabled).





NOTE

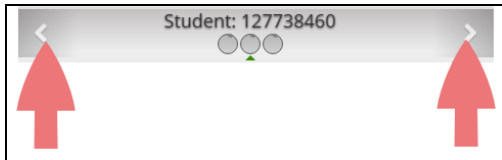
Once you access a student's response for an item, it is locked to you for scoring for an amount of time determined by the scoring assignment. If you do not score a student's response in the defined amount of time, the response will be released for another scorer to access. The time remaining is shown by a clockwise ring on the bubble representing each student.



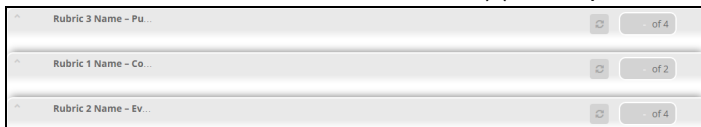
Once time expires for the student you're viewing, the screen turns gray and you must click on the student bubble to begin again.

If you used Item View, the additional bubbles represent students whose responses you have viewed and who are locked to you for scoring. Scroll through students either by clicking on their bubbles or by using the left and right arrows.

If you used Student View, only the selected student will appear. Scroll through the items by using the left and right arrows.



- Depending on how the rubric was created, an item may have multiple rubric panels to be scored. Every panel is expanded by default for viewing and scoring, so be sure to scroll down to score all the rubrics. You can use the caret (^) to expand and collapse the rubric panels for easier viewing.



7. The prompt and student response are presented in the middle pane of the rubric panel. If the student's response spans across multiple sheets, his/ her response will be displayed in the order of the pages. If there is a passage or other resource associated with the item, it will be presented in a collapsed field in the middle pane. Use the carets (^) to expand/collapse these fields.



TIP



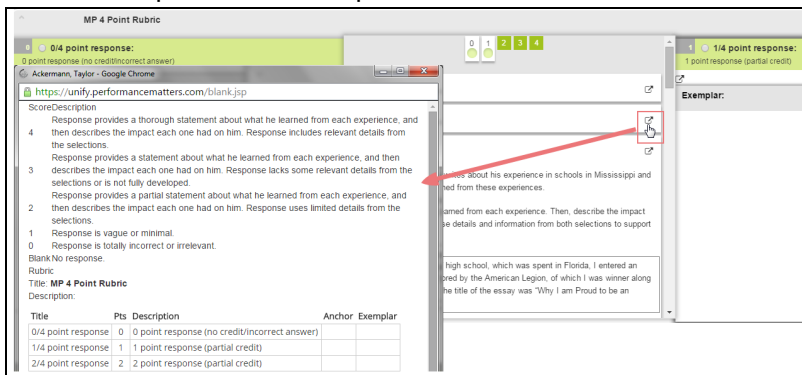
You can click the full screen icon to open a new, larger window showing the student OLA response or full scan sheet. In Item View, the contents of this window will update as you scroll through students for scoring, showing their respective responses. In Student View, this window will close when you scroll to a new item.

The screenshot shows a rubric panel with a central pane containing a question: "Which details in the selection support the idea that the tree intended to teach Madan a lesson?" Below the question is a text box with a student response: "When Madan finally loses all hope of succeeding, he says, 'I can't believe it! How could I go wrong?'" and the tree explains "'I tried to tell you before,' said the tree. 'After the moon is full, she grows smaller each day until you can't see her at all. I have been noticing this for many years.'" Above the question are tabs for rubric levels 0, 1, 2, 3, and 4, with level 2 being the active one.

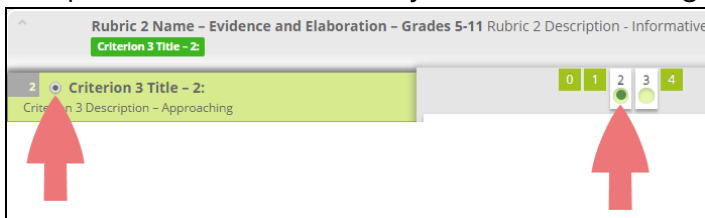
8. View the details of the rubric scores and criteria in the left and right panes of the rubric panel. Every rubric level is represented by tabs in the middle pane, reflecting the score for each level. The two rubrics currently displayed will be denoted with larger tabs. Scroll through the rubrics on the left and right by clicking on these tabs.

The screenshot shows the rubric panel with two criteria displayed. The left pane shows "Criterion 3 Title - 2: Criterion 3 Description - Approaching" with a description, anchor, and next steps. The right pane shows "Criterion 4 Title - 3: Criterion 4 Description - Meets" with a description, anchor, and next steps. The central pane shows a question about rewriting a speech from Shakespeare's Romeo and Juliet. Above the central pane are tabs for rubric levels 0, 1, 2, 3, and 4, with level 2 being the active one. Red arrows point from the tabs to the corresponding sections in the criteria panes.

For third-party items, the rubric details may be presented in a collapsed field in the middle pane. Use the expand icon to open and view the rubric.



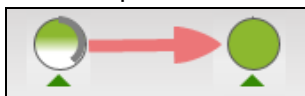
- Based on the rubric criteria, choose a score for the response shown by selecting the appropriate radio button either on the tab in the center pane or next to the rubric title in the left or right pane. The pane for the rubric level you chose will turn green.



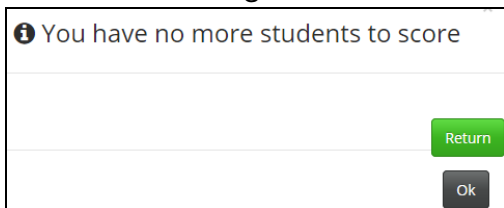
- Your score selection will be indicated on the status bar. (If you want to remove the score(s) for this item, click the refresh button next to the status bar.)



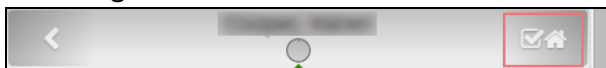
- If you are assigned to do so, select a score for each rubric associated with the item. The student bubble will indicate the progress of scoring by filling with green. If you score all rubrics for the student response, the student bubble will be completely green.



- If you used Item View, a message will be displayed once you've scored all students. Click the Return button to go back to the scoring assignment screen to select a new item for scoring.



If you used Student View, a home icon will be displayed once you've scored all items. Click the icon to go back to the work order screen to select a new student for scoring.



- The scoring assignment status will change to "Closed" when both of the following conditions are met. Once closed, scores can no longer be changed.
 - All student responses and rubrics have been scored by the designated number of scorers
 - Thirty days have elapsed since the designated end date of the scoring assignment

Quick Scoring



If you want to enter scores for student responses, but don't need to view the responses or the rubric details on screen, you can use the Quick Score feature.

NOTE

Quick Score is available when only one scorer is required to score items. For items where multiple scorers are required, Quick Score will be disabled.

Follow these steps.

1. Locate and open the scoring assignment for the desired test.
2. Click on the Student View tab.
3. Locate the student(s) whose items must be scored.
4. In the Quick Score column, click on the drop-down provided for each rubric and select the appropriate score.

Last	First	Student Id	Items Scored	Score Action	Quick Score
		4423673705	0 of 1	 	1,1,1 - 3/3 3 Point Rubric (3 Possible Points) 2 Points: 2 point response (partial credit) Not Scored 3 Points: 3 point response (full credit) 2 Points: 2 point response (partial credit) 1 Points: 1 point response (partial credit) 0 Points: 0 point response (no credit/incorrect answer)

Showing 1 to 1 of 1 entries

5. The score will be saved automatically. A confirmation message will flash at the top of the screen.





NOTE

You can also use Quick Score to change a score previously assigned, as long as it was assigned originally by you and the scoring window is still open.

Re-scoring Student Responses

If the scores for a student must be changed, the scores must be reset and the items re-scored. To do this, follow these steps.

1. Locate and open the scoring assignment for the desired test.
2. Click on the Student View tab.
3. Locate the student whose scores must be changed.
4. Click the Trash Scores button.

Last	First	Student Id	Items Scored	Score Action
		4423680710	1 of 1	 
		4423667995	0 of 2	 

5. In the confirmation window, click **Delete** to confirm.
6. The scores will be reset so the student responses can be re-scored.

CAUTION

Clicking **Trash Scores** will remove ALL scores for the student, including those assigned by other scorers. This action cannot be undone.