

Online Assessment - Student Work Product

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Online Assessment - Student Work Product

[Assignment Setup](#) | [Scoring Setup](#) | [Receiving Submitted Assessments](#)

PATH: *Instruction > Assignments > Assignment > Student Work Product > Enable Online Assessment*

By enabling Online Assessments and attaching an existing online assessment, students can complete assessments on the Portal, which teachers can then score within the Assignments tool. Online assessments are assembled in the [Assessment Bank](#) from test items entered in the [Test Item Bank](#).

The following image depicts how an online assessment will appear to a student on the Portal.

Online Assessment - Bill of Rights **Remaining: 47:42**

Student Directions:
Select the response that best answers the question. Feel free to use pencil and scratch paper for any notes as needed.

1. Which amendment protects citizens from cruel and unusual punishment?

- ☐ A. 10th Amendment
- ☐ B. 3rd Amendment
- ☒ C. 8th Amendment
- ☐ D. 6th Amendment

[Submit and Next](#)

Item Navigation (click to skip to question)

1 2 3 4 5 6 [End](#)

Image 1: Online Assessment from the Student Portal Perspective

This article explains how to:

- Enable Online Assessment for an assignment and attach an existing assessment.
- Setup assessment scoring options.
- View and score student responses
- Respond to student submissions

Assignment Setup



Simulation



Video

Teachers can enable an online assessment for an existing assignment or create an assignment to deliver the assessment. Click the **Enable Online Assessment** radio button in the **Student Work Product** area. A new window for selecting an assessment will appear.

Online Assessment

Search **Assessment ID**

Results **Standards**
(0 standards selected) **Select Standard(s)**

Tags **Select Tags**

Audience **Select Audience**

Search **Reset**

Cancel

Image 2: Enabling Online Assessments

To find an assessment, enter search criteria.

Field	Description
Assessment ID	The unique identifier of the assessment. In some cases, districts will establish a naming convention for assessments, which will assist teachers in locating the desired assessment.
Standards	Standards are aligned to individual test items (questions) rather than entire assessments. Selecting a Standard will include all assessments with items that include that standard in the search results. Click the Select Standard(s) button to view a list of standards established in the Standards Bank .
Tags	Tags are labels attached to the assessment that assist users in categorizing and describing assessments. Click the Select Tags button to view a list of existing tags in alphabetical order. Narrow the list of tags by searching within the list; click a tag to mark it with a check icon and add it to the assessment search list. Assessment search results will appear based on assessments that include the entered tags.
Audience	Audiences are only entered for items and indicate the group of students for whom the item was designed. Selecting an Audience will include all assessments with items that include that audience in the search results.

Once the desired fields are entered, click **Search** to view a list of assessments that meet the entered criteria. Clicking **Reset** will clear entered search options. Toggle between the Search and Results

screens using the tabs at the left of the window.

From the Search Results, click the **Display Name** of an assessment to view the Assessment ID, Author, Published Date, Item Total & Types, Assessment Tags, Item Standards, Item Audiences and Item Tags for the assessment. Clicking the **Preview** icon will show the assessment as it will appear to the student. Click the **Select** button to enable the selected assessment on the assignment. An assessment detail window will appear where the teacher can view item details and set assessment options.

The screenshot shows a window titled "Online Assessment" with a close button (X) in the top right corner. Inside the window, there are several controls:

- Assessment ID:** A text box containing "HIS.01.03 - Bill of Rights".
- Buttons:** "Preview Assessment" and "Replace Assessment".
- Max Duration (minutes):** An empty text box.
- Randomize Items:** Radio buttons for "Yes" and "No" (selected).
- Items Table:** A table with 7 rows and 6 columns: "Include", "Audience(s)", "Material(s)", "Item Type", and "Standard(s)". Each row has a checkbox in the "Include" column and a magnifying glass icon in the "Audience(s)" column.

	Include	Audience(s)	Material(s)	Item Type	Standard(s)
1.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	MC-S Understand Bill of Rights Understand political institutions & theories
2.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	E Understand Bill of Rights Understand political institutions & theories
3.	<input checked="" type="checkbox"/>			Pencil Scratch Paper	SA Understand Bill of Rights Understand political institutions & theories
4.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	T/F Understand Bill of Rights Understand political institutions & theories
5.	<input checked="" type="checkbox"/>		Grade 9	Pencil Scratch Paper	MC-S Understand Bill of Rights Understand political institutions & theories
6.	<input checked="" type="checkbox"/>		Grade 9	Handouts Pencil	T/F Understand Bill of Rights Understand political institutions & theories
7.	<input checked="" type="checkbox"/>				MC-S Builds number families to 5

At the bottom right of the window are "Ok" and "Cancel" buttons.

Image 3: Item and Assessment Specifications

Assessment specifications appear as described in the following table:



Video

Field	Description
-------	-------------

Assessment ID	The unique, concise identifier of the assessment. This field is read-only based on the selected Assessment.
Max Duration	To limit the amount of time a student has to complete the online assessment, enter the maximum number of minutes students will be allowed for completing the assessment. A timer will appear once students begin the assessment indicating how much time they have remaining. Students will be unable to answer additional question once time has run out, but they will have the option of submitting all existing work.
Preview Assessment	Clicking this button will open a preview of the assessment as it will appear to students.
Replace Assessment	Clicking this button will deselect the assessment and return the user to the blank search screen.
Randomize Items	This option is only available if the assessment was originally set to allow items to be randomized. Selecting Yes will cause items to appear in random order for each student taking the assessment.
Item Matrix	
Include Checkbox	By default, all original items are marked as included in the assessment. To remove an item from the assessment, remove the mark in the checkbox next to the item.
Preview	Click the preview icon to preview the individual item as it will appear to students.
Audience	For the item, the group of students for whom the item was designed.
Materials	Objects or equipment that students will need to complete the test item.
Item Type	The type of item. See the Test Item Bank article for a description of item types. Options are: <ul style="list-style-type: none"> • MC-S: Multiple Choice - Single Correct Response • E: Essay • SA: Short Answer • T/F: True/False
Standards	The standards aligned to the item.

Preview the assessments or individual items as desired. Enter **Max Duration**, indicate **Randomization** logic and unmark any items that should not be included in the assessment, then click **OK**. The **Assessment Name** will appear in the Student Work Product area of the assignment. Click the **Edit Assessment** button to view the options window shown in the image above. This option will be active until the first student begins the assessment.



Simulation



Video

Once an assessment is selected and attached, click the **Show** button to view Assessment Instructions. Assessment Teacher and Student Instructions are created for the assessment and are not editable in the Assignment tool. The Custom text fields allow teachers to add additional information that will display *before the assessment is started and after the assessment is submitted*.

Assessment Window



In addition to the **Assigned Date** and **End/Due Date** fields that appear for an assignment, when an online assessment has been enabled for an assignment, additional **Assigned Time** and **Due Time** fields will appear in the Section Placement section. These fields determine when the assessment will be available on the Portal for students to complete. Using the time fields, teachers can choose to administer assessments during a single class period. If no **Max Duration** is entered, a countdown timer will appear when the student is within 60 minutes of the Due Time.

Section Placement								
Select which sections get this assignment.								
Section	Active	Hide	*Assigned Date	*Assigned Time	*End/Due Date	*Due Time	*Seq	Student Group
<input checked="" type="checkbox"/> 120-1 Math 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05/02/2012	2:00 PM	05/03/2012	8:00 AM	1.00	▼

Image 4: Assessment Window



Due Time will override **Max Duration**. For example, if a student begins an assessment with a Max Duration of 15 minutes only 10 minutes before the Due Time, the student will only have 10 minutes to complete the assessment.

When either the Due Time or the Max Duration is reached, students will have the option of submitting all existing work.

Scoring Setup



Simulation



Video

After the teacher has enabled an online assessment on an assignment and set the assessment window, the next step is scoring setup. Scoring Setup connects the Scoring Alignments on the assignment with the applicable items and allows student responses to be auto-scored where possible.



Scoring preferences can be set when the online assessment assignment is created or determined later when responses need to be scored. Assessments can be administered and taken without the teacher having completed the scoring setup.

Access the Scoring Setup editor by clicking the **Save and Edit Scoring Setup** button in the action bar or by clicking the **Save** button and then **Edit Scoring Setup Now** in the popup window. Scoring Setup can be postponed by clicking **Ignore & Setup Later**.

Scoring setup is dependent on the Scoring Alignment of the assignment, the Standards and Grading Tasks aligned to the assignment at the bottom of the assignment editor. The Scoring Setup editor will appear more simple or complex based on the scoring alignments (Standards and Grading Tasks) and Score Types (Rubrics, Points or Assignment Marks). The rest of this section will describe a simple scoring example with one Standard and one Grading Task.

Assignments

Assignment List Edit Assignment Save Save & Score

Bill of Rights Exam - Online Assessment Scoring Setup

Select the test items to include for each Scoring Alignment and enter the points possible for each item if the score type is points.

Assessment ID: **Bill of Rights**

Scoring Alignment Legend
 SS: SO 8: Political system based on the U.S. Constitution and the Bill of Rights
 GT2: Term Grade

☒ Display Item Standards

Item Type	SS Item Count	Item Count	GT2 Pts Poss	Total Pts
All Item Types	3	6	100	100

Item Type: All Item Types

☐ List View ☒ Detail View

Include in Assignment Score & Points Possible

Item ID	Include	Points
HIS.09.03.08	<input type="checkbox"/>	10
HIS.09.03.02	<input checked="" type="checkbox"/>	15
HIS.09.03.04	<input type="checkbox"/>	20

3. The 5th Amendment gives citizens protection from unreasonable search and seizure.

☒ A. True
☐ B. False

HIS.09.03.03

Item Standards Legend	IS.STD1	UBR
IS.STD1 - Understand political institutions & theories		
UBR - Understand Bill of Rights		
	X	X
	X	X
	X	X
	X	X

Image 5: Scoring Setup

Items

Individual Test Items appear along the left side of the Scoring Setup editor. The items listed can be sorted by **Item Type** using the dropdown list.

Item Type: All Item Types

☐ List View ☒ Detail View

Item ID

HIS.09.03.08

HIS.09.03.01

HIS.09.03.02

HIS.09.03.04

4. The 5th Amendment gives citizens protection from unreasonable search and seizure.

☒ A. True
☐ B. False

HIS.09.03.03

HIS.09.03.05

Image 6: Scoring Setup - Items

Clicking on an **Item ID** will show the details of the item, Stem Text (question) and responses, with the correct answer indicated by a checkmark icon (As shown for the fourth item in the image above). The item list will show in **List View**, with no item details showing. Mark the **Detail View** radio button above the Item ID list to view the details for each item.

Scoring Alignments

To the right of the Item list is the Scoring Alignment section of the editor.

Scoring Alignment Legend
 SS: SO 8: Political system based on the U.S. Constitution and the Bill of Rights
 GT2: Term Grade

☒ **Display Item Standards**

SS Item Count	Item Count	GT2 Pts Poss	Total Pts
3	6	100	100

Include in Assignment Score & Points Possible

☐ ☐

<input type="checkbox"/>	<input type="checkbox"/>	
Include	Include	Points
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20

Image 7: Scoring Setup - Scoring Alignments

Scoring alignments are listed in the Legend at the top of the section, **STD** for Standards and **GT** for Grading Tasks. The **Display Item Standards** checkbox determines whether the Standards aligned to each item are indicated to the right of the editor. Each item can be marked to be scored for each alignment using the **Include** checkboxes. The **Item Count** field indicates how many items are marked as Include for each alignment.

Points

The only total that appears for **Standards** is Item Count, but for alignments using Points, like the Grading Task in the image above, Point totals are also given. The **Total Pts** is determined by the scoring alignment to the [assignment](#). The **Pts Possible** is the total number entered in the **Points** field for each item. Only items marked as Include will be calculated in this total. The Points Possible must equal the Total Points for the Scoring Setup to be saved, but the Total Points value can be edited as desired.

To use the *Fill* options, mark the checkbox above the Include column and enter a point value. Click the **Fill** button to fill all Points fields with the entered value. Click the **Fill Empty** button to fill only empty Points fields with the entered value.

Display Item Standards

Marking the **Display Item Standards** checkbox displays Item Standards table to the right of the Scoring Setup editor.

Online Assessment Scoring Setup

Scoring Alignment Legend

SS: SO 8: Political system based on the U.S. Constitution and the Bill of Rights
GT2: Term Grade

☒ Display Item Standards

SS Item Count	Item Count	GT2 Pts Poss	Total Pts
3	6	100	100

Include in Assignment Score & Points Possible

☐ ☐

Include	Include	Points
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20

Item Standards Legend


IS.STD1 - Understand political institutions & theories
UBR - Understand Bill of Rights

IS.STD1	UBR
X	X
X	X
X	X
X	X
X	X
X	X

Image 8: Scoring Setup - Display Item Standards

This table indicates which items have a particular standard aligned to them. This table is for informational purposes only and is not enforced in assignment or scoring setup.

After completing Scoring Setup, click the **Save** button in the action bar. Clicking **Save & Score** will open the Scoring editor where the teacher can view and score submitted assessments.

 See the Student Online Assessment article for a description of Online Assessments from the student's perspective.

Receiving Submitted Assessments



Simulation

PATH: *Instruction > Assignments > Assignment > Save & Score*

To access student responses to an online assessment, open the Assignment Detail editor and select **Save and Score**. Submitted assessments will appear hyperlinked in the **Student Submissions** column of the scoring editor. Click the link to open the submission and the scoring editor for the submission and student.

Assignments

Assignment List Edit Assignment Save Save & Create New Assignment

Bill of Rights Exam

Assigned Date: 02/24/2014
Due Date: 05/14/2014
Assessment ID: Bill of Rights

Scoring Alignment Legend
SS: SO 8: Political system based on the U.S. Constitution and the Bill of Right
GT2: Term Grade

Students	Att 05/14	Scores				T	M	L	I	Ch	X	Student Submissions	Release Item Feedback
		Score Fill											
		SS	Dr	GT2	Dr								
11 Abraham, Nora Amelia #121900004				100								04/24/2014 02:01 PM	
09 Aggs, Jemma #103767				100								02/24/2014 04:00 PM	
12 Agnes, Carcia #31				98								04/24/2014 02:04 PM	

Image 9: Save & Score

Assessment Scoring Editor

The Online Assessment Scoring editor comes in three parts, the Scoring editor for the student, the Student Response Score Summary and the Student Responses, which lists individual items and responses.

Scoring Action Bar

Use the action bar to save scores or navigate between student submissions.

Assignments

All Students Save Next Student Save & Score Item Standards

Image 10: Scoring Editor Action Bar

- **All Students:** Returns to the general Scoring editor shown in the image above.
- **Save:** Saves changes to the Scoring editor.
- **Previous** or **Next Student:** Opens the submission-specific Scoring editor for the previous or next student in the roster.
- **Save & Score Item Standards:** Opens a Scoring editor based on the standards aligned to the Test Item.

Scoring Editor



Video

The general Scoring editor section for the student allows the teacher to score the assessment as a whole, if desired, or mark the assessment as late, missing, etc.

Bill of Rights Exam													
Assigned Date: 02/24/2014		Scoring Alignment Legend											
Due Date: 05/14/2014		SS: SO 8: Political system based on the U.S. Constitution and the Bill of Right											
Assessment ID: Bill of Rights		GT2: Term Grade											
Students	Att 05/14	Scores				T	M	L	I	Ch	X	Student Submissions	Release Item Feedback
		Score Fill											
		Fill From Assessment											
		SS	Dr	GT2	Dr	Comments							
11 Abraham, Nora Amelia #121900004		<input type="text" value="90"/>	<input type="checkbox"/>	<input type="text" value="90"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/24/2014 02:01 PM	<input type="checkbox"/>

Image 11: Scoring Editor for a Single Student

Click the **Fill From Assessment** button to fill the overall score from the total calculated from the Student Response area below. The assignment context checkboxes are as follows:

- T: Turned In
- M: Missing
- L: Late
- I: Incomplete
- CH: Cheated
- X: Exempt

Mark the **Release Item Feedback** to publish the student's responses, the correct response and any item comments entered so the student and parent can view them in the Portal.

Student Response Score Summary

The Student Response Score Summary totals the scores entered in the Student Response editor below for each Scoring Alignment. This section is read-only.

Student Response Score Summary	SS	GT2	
Points Earned/Points Possible		Earned	Poss
		55	100
System Scored Items: (Number Correct/Number Possible)	2 / 2		
Teacher Scored Items: (Number for each rubric score)	0 / E 0 / S 0 / I 0 / N 1 / Unscored		

Image 12: Response Score Summary

This section can assist teachers in understanding how a student performed overall on the assessment. For example, a summary of student scores on multiple standards would determine how the teacher scores the assessment as a whole in the Scoring editor above.

Student Response Editor

The Student Response Editor lists each item and the score earned by the student. Where a correct answer was selected when the Test Item was created (such as Multiple Choice and True/False items), the item will be scored automatically. The items listed can be sorted by **Item Type** or by *All* or *Unscored* using the dropdown lists.

A scoring column will appear for each Scoring Alignment established in [Scoring Setup](#).

Student Response 04/24/2014 02:00 PM - 04/24/2014 02:01 PM

Item Type: Scored:

☐ List View ☒ Detail View

Item ID	Item Type	Correct	Item Score Fill				Comments
			SS	GT2			
				Earned	Poss		
HIS.09.03.08	MC-S	<input type="checkbox"/>		0	10		
HIS.09.03.02	SA	<input checked="" type="checkbox"/>	Correct	15	15		
HIS.09.03.04	T/F	<input checked="" type="checkbox"/>		20	20		
<p>3. The 5th Amendment gives citizens protection from unreasonable search and seizure.</p> <p><input type="radio"/> A. True</p> <p><input checked="" type="radio"/> B. False</p>							
HIS.09.03.03	MC-S	<input type="checkbox"/>		0	15		
HIS.09.03.01	E		S <input type="text"/>		20	Answer expressed opinion, but points deducted for	
HIS.09.03.05	T/F	<input checked="" type="checkbox"/>	Correct	20	20		

Image 13: Student Responses

Clicking on an **Item ID** will show the details of the item, Stem Text (question), response options with the correct one indicated by a checkmark icon, and the student's response. The item list will show in **List View** with no item details showing. Mark the **Detail View** radio button above the Item ID list to view the details for all items.

To use the *Fill* options, enter a point value or rubric score. Click the **Fill** button to fill all score fields with the entered value. Click the **Fill Empty** button to fill only empty score fields with the entered value.

Items that can be auto-scored will have correct responses indicated with a checkmark in the **Correct**

column. This checkbox is not available for *Essay* test items or *Short Answer* test items where response options were not included. Teachers may mark items as correct or not as desired, including changing the auto-scored selections. Correct items will show points **Earned** and will calculate into the Total earned above. Alignments with a score type of Assignment Marks or Rubrics can be scored using the dropdown list.



Be sure to **Save** scores before exiting the editor or proceeding to another student.

Save & Score Item Standards

When test items are [created](#), item creators can align standards to individual test items. Teachers are not required to include these standards in the scoring alignments for the assessment, but they do have the option of scoring these standards for district reporting purposes.

Student Response 04/24/2014 02:00 PM - 04/24/2014 02:01 PM					
Item Type		Scored			
Essay		All			
<input checked="" type="radio"/> List View <input type="radio"/> Detail View					
Item ID	Item Type	Correct	Item Standards Score Fill		
			IS.STD1	UBR	
HIS.09.03.01	E				

Image 14: Scoring Item Standards

By scoring the item in this way, districts can assess item performance regardless of assessment, scoring alignment, section or teacher. Auto-scored items are stored automatically. This information is included in the [Item analysis](#) shown in the search results of the Test Item Bank.