

After an assessment has been administered, users have access to a plethora of information to view the content of the assessment, Exam Taker activity, importing answers, adjusting the scoring, grading essays, and accessing reports.

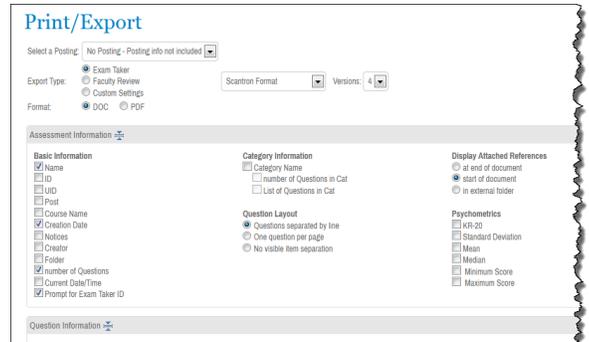
## Contents

The **Contents** tab gives an overview for an assessment by listing questions, assessment blueprint, notices, and other assessment options along with a listing of the completed postings.



1. Click **Preview** to review the assessment before posting it for download.
2. Click **Duplicate** to create a copy of the assessment.
3. Click **Retire** to prevent the assessment from being posted again.
4. Click **Post Assessment** to repost an exact copy of this assessment.
5. Click **Export/Print** to view printing options such as when creating a Scantron® exam.

Refer to [Scantron Exams and Import Answers](#), and [Editing an Assessment](#).



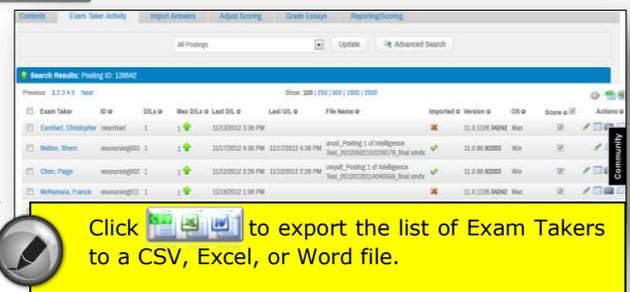
There are default choices for both **Exam Taker** and **Exam Manager Review**. The user can select **Exam Custom** to choose specific information to print.

## Exam Taker Activity

The **Exam Taker Activity** tab shows each Exam Taker and information that pertains to each one.

1. To toggle between exam postings, or to view all, use the scroll down menu at the top of the screen.
2. Choose an Exam Taker's name to view their download and upload history.
3. Click to increase max downloads of exams permitted for each Exam Taker.
4. Deselect those Exam Takers in the **Score** column that should not be included in scoring calculations.
5. To email a group of Exam Takers, select the Exam Takers and click .
6. Click to increase downloads, add comments, or mark Exam Takers.
7. Click to view the **Strengths and Opportunities Report**.
8. Click to view the **Snapshot** charting actions during assessment.
9. Click to **email** an individual Exam Taker.
10. Click to view the options for **adding columns** to your search results.

Refer to [Snapshot Viewer](#), and [Strengths and Opportunities Report](#).



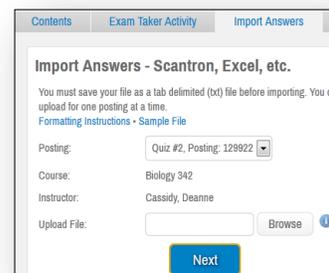
Click to export the list of Exam Takers to a CSV, Excel, or Word file.

## Import Answers

For accounts that have this option enabled, the **Import Answers** tab allows users to upload Scantron® answers for a posting.

1. Select the assessment posting from the scroll down menu.
2. Browse the computer for the tab delimited (.txt) file.
3. At the **Import Validation** window, click **Next**.
4. If errors are present, click **Download Error Report**.
5. Click **Import Selected Rows** to import the Scantron® file.

Refer to [Scantron Assessments](#).

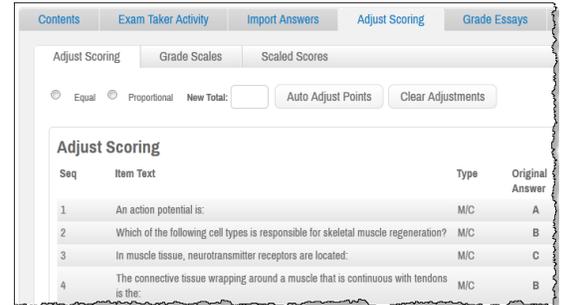


## Adjust Scoring

The **Adjusting Scoring** tab allows users to adjust the answer key, questions, grading scales and scaled scoring.

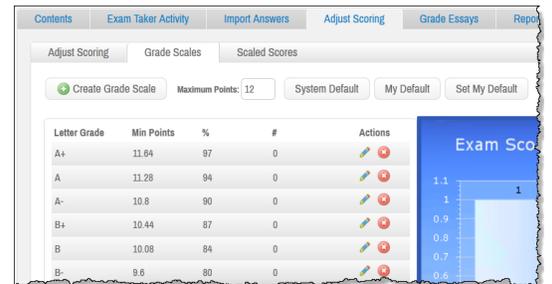
### Adjust Scoring

- To adjust the total score for the assessment, type in the **New Total** in the blank.
  - Choose **Equal** to distribute the points equally amongst the questions. or
  - Choose **Proportional** to distribute the points proportionally.
- Click to save changes.
- Click to change the answer key per question.
- Click to adjust the question.



### Grade Scales

- Set the maximum points to the assessment in the **Maximum Points** blank.
- Click to set your new user default grading scale.
- Click to create the grading scale.
- Click to adjust the grading scale.
- Click to delete the grading scale.

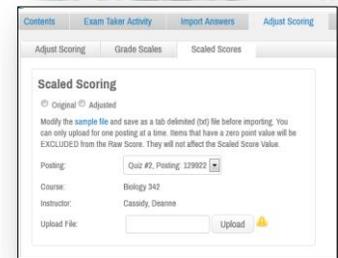


### Scaled Scoring

Users can import a customized grade scale that correlates raw scores to specific scaled scores.

A sample file conversion table is provided. Items that have a zero point value will be EXCLUDED from the raw score, and not affect the scaled score value.

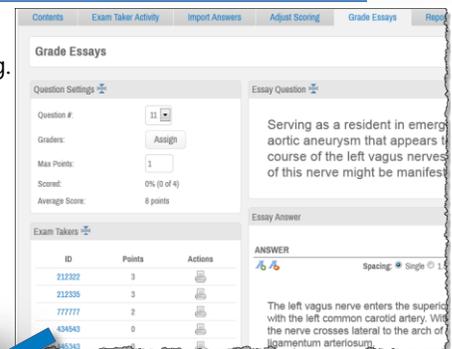
**Ask your Account Manager to set up this scoring option.**



## Grade Essays

The **Grade Essays** tab allows users to view, grade, provide comments and print essay questions. Each Essay Grader must be assigned the user permissions for essay grading.

- Choose a Question number to begin grading.
- Click to assign graders for the essay questions.
- Set the max points for the essay question in the **Max Points** blank.
- Click the ID to read, grade, and add comments to individual essay questions.
- Click to save the comments.
- Click to print the essay answer.
- To adjust the text size onscreen of the answer, click .



Refer to [Essay Grading](#).



## Reporting/Scoring

The **Reporting/Scoring** tab allows for viewing and printing assessment reports that include:

- |                           |                                   |
|---------------------------|-----------------------------------|
| 1. Summary Reports        | 4. List of Student Scores         |
| 2. Category Reports       | 5. Assessment Performance Reports |
| 3. Item/Question Analysis | 6. Release Results to Students    |

*Hover over each report to view an example of each.*

Refer to [Reporting / Scoring](#).

