

Release Results to Students

Releasing results is a quick and easy way to show students how they performed on a recent exam.

This document walks you through the process of releasing exam results to the students. Students can access their exam results through the secure ExamSoft portal. You can choose to let them see score only, incorrect answers only or the entire exam.

1. Navigate to the **Assessments** tab.
2. In the Assessment desired, select **Release Results**.

Assessment	Course	Reporting/Scoring	Actions
Exam2_Spring_Dr_Wilson	Human Anatomy	3:36 PM	Select Report...
HW #2	Cells, Tissues	4:36 PM	Select Report... Summary Report Question Analysis
Quiz #1	Medical Physics	12:26 PM	Exam Taker Results Category Reports Release Results All Reports
Mid-Term	Medical Physics	8:16 PM	Select Report...
Quiz #3	Human Anatomy	2:12:56 PM	Select Report...

3. Select the ExamTakers and click **Next**.
(Scroll to the bottom of page find Next button.)

Exam Taker ID	Last Name	First Name	Email	Score	Email Sent
20001	Cassidy	Deanne	dcassidy@examsoft.com	8.33%	11/13/2011 3:36 PM
<input checked="" type="checkbox"/>	20002	Rust	anust@examsoft.com	50%	
<input checked="" type="checkbox"/>	20003	Wyatt	cwyatt@examsoft.com	83%	
<input checked="" type="checkbox"/>	20004	Knotts	knknotts@examsoft.com	92%	
<input checked="" type="checkbox"/>	20005	Haney	mhaney@examsoft.com	78%	

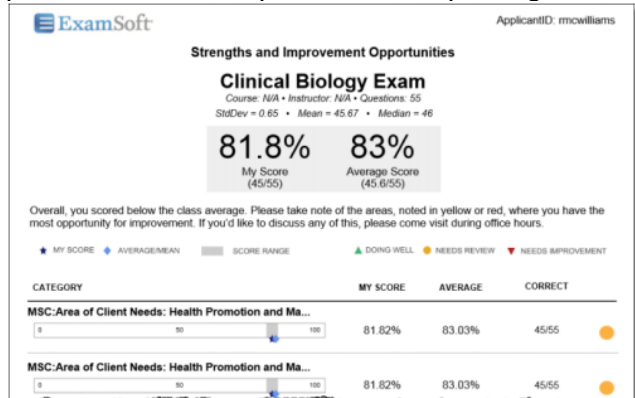
4. Select the options desired to appear on the student report.

Category Performance	Assessment	Exam Taker Specific Info	Statistics
<input type="checkbox"/> Question Categories	<input type="checkbox"/> Question Title	<input type="checkbox"/> Exam Taker Name	<input type="checkbox"/> Statistics (Mean, Median, Std Dev)
<input type="checkbox"/> Question Full Path	<input checked="" type="checkbox"/> Question Text	<input checked="" type="checkbox"/> Exam Taker Answers	<input type="checkbox"/> Rank
<input type="checkbox"/> Number of Questions per Category	<input checked="" type="checkbox"/> Answer Choice Text	<input type="checkbox"/> Wrong Question Only	<input type="checkbox"/> Percentile Rank
	<input checked="" type="checkbox"/> Display Points	<input type="checkbox"/> Actual Question Sequence	
	<input type="checkbox"/> Average Score	<input type="checkbox"/> Rationale	
	<input type="checkbox"/> Question Average Score	<input type="checkbox"/> Include Attachments	
	<input type="checkbox"/> Scoring Adjustment		

Previous Preview Send Link With Email Post to Exam Taker Portal

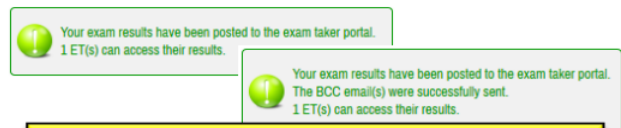
5. Click **Preview** to download and view a copy of the report prior to releasing results to students.
6. Click Post to Exam **Portal** to immediately post results to the Exam Taker Portal
7. Click **Send Link with Email** to send a link to the report in a customized email to Exam Takers. Clicking **Preview** will allow you to preview the email being sent out.

This report is also known as the **Strengths and Improvement Opportunities Report**. The user can include the top 25 categories in the report or select desired categories. This report shows an individual Exam Taker's exam and category performance on a specified exam posting.



<p>40</p> <p>A: Use a short, fine needle B: Include 0.5 ml of air in the syringe and administer with the Z-track method C: Administer the injection in the vastus lateralis D: Massage the site after the injection</p> <p>Learning Outcomes: MSC:Area of Client Needs: Health Promotion and Maintenance, MSC:Area of Client Needs: Health Promotion and Maintenance: Growth and Development, 01 - Cognitive, 01 - Comprehension, 02 - Application, 02 - Program, 03 - Course, 03 - Critical Thinking, Application, Biology, Caring, Imported_07312013-145739, Knowledge</p>	0/1 (0/1)
<p>41</p> <p>A: Tachycardia and palpitations with orthostatic hypotension B: Pallor and cyanosis C: Korymbria and hepatomegaly. D: Glossitis and cheilias</p> <p>Learning Outcomes: MSC:Area of Client Needs: Health Promotion and Maintenance, MSC:Area of Client Needs: Health Promotion and Maintenance: Growth and Development, 01 - Cognitive, 01 - Comprehension, 02 - Application, 02 - Program, 03 - Course, 03 - Critical Thinking, Application, Biology, Caring, Imported_07312013-145739, Knowledge</p>	1/1 (1/1)

A confirmation will appear when the results post successfully and when emails have been sent.



If the user releases results a second time, the first copy of the results will be removed. So, if the results are released to just one student a second time, all other students will not be able to see their originally released results.

Notes.

"Post to Exam Taker Portal" - posts the results to the portal and does not send an email to students letting them know that the report is available. You would have to inform your students to go to the ExamSoft portal to retrieve the report.

"Send Link with email" - enables you to send a customized email to your students along with a link to the portal to access the report. The email cannot be previewed before it is sent, however you will be able to BCC yourself so that you can get a copy of the email that your students receive.

Adjusting Scoring

If you release results and then make adjustments to the scoring you will not need to re-release the scores. The report is generated when the student views the report so it will reflect any score adjustments.