



Assessment Manager Fact Sheet

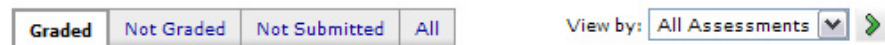
Assessment Manager

The **Assessment Manager** tool allows you to view and grade student submissions, and run reports to compare the performance of students.



The Assessment Manager is only available on the Teach tab.

- Click on **Assessment Manager** from the Instructor tools.
- The tool allows you to view the following:



- Select the assessment which you want to view from the **View by** selection box, example Quiz 3.

1. Grading Paragraph type questions within Quizzes

You can either grade these questions by student or by question.

- Click on the **Not graded** tab.
- Click on the **title of the assessment**.
- Click on the action link next to any student's name and select the **Grade all attempts for this question** option.
- Enter the score, click on **Save and view member list**.

2. Resetting Quizzes

If a student's time expired for whatsoever reason, it can be reset to give them another try.

- Go to the **Assessment Manager**
- Select the **Not submitted** tab.
- Click in the tick box in front of the student'(s) names which you need to reset.
- If there is more than one student that you want to reset, scroll to the bottom of the page and click on the **Reset entire submission** button.
- For only one student, click on the action link next to the student's attempt. Select **Reset attempt**.
- The status of the assessment will then change from "In progress", so that the student will be able to retry the assessment.

3. Reporting for Quizzes and Surveys

- Go to the **Assessment Manager**.
- Select the **Submissions** tab.
- Click on the action link next to the assessment.
- Select **View Reports**. There are two reports:
 - **Overall statistics** – each student's answers to the questions.



REMEMBER

You can hide the student's names for the answers to be anonymous

Note

You can also re-grade a student's submission by clicking on the **graded** tab and following the same steps as described under option 1

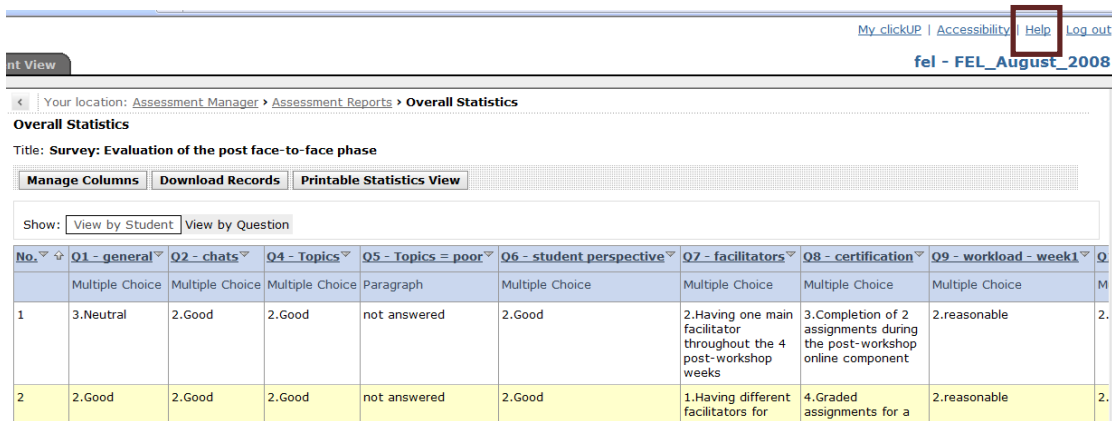


You can modify the grades per student, by clicking on the grade. Add audit log comments. The old grade will be displayed in ().

- **Comparison statistics** – displays the mean score of the assessment and class performance statistics for each question.
- Decide which report you want to run and click on the **Run Report** button.
- Click on the **Download Records** button to download the report to Excel.

4. Interpreting reports

To be able to interpret the reports, when the report is displayed, click on the Help button in clickUP.



My clickUP | Accessibility | **Help** | Log out
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Your location: Assessment Manager > Assessment Reports > Overall Statistics

Overall Statistics

Title: Survey: Evaluation of the post face-to-face phase

Manage Columns | Download Records | Printable Statistics View

Show: View by Student | View by Question

No.	Q1 - general	Q2 - chats	Q4 - Topics	Q5 - Topics = poor	Q6 - student perspective	Q7 - facilitators	Q8 - certification	Q9 - workload - week1	Q
1	Multiple Choice 3.Neutral	Multiple Choice 2.Good	Multiple Choice 2.Good	Paragraph not answered	Multiple Choice 2.Good	Multiple Choice 2.Having one main facilitator throughout the 4 post-workshop weeks	Multiple Choice 3.Completion of 2 assignments during the post-workshop online component	Multiple Choice 2.reasonable	M
2	Multiple Choice 2.Good	Multiple Choice 2.Good	Multiple Choice 2.Good	Paragraph not answered	Multiple Choice 2.Good	Multiple Choice 1.Having different facilitators for	Multiple Choice 4.Graded assignments for a	Multiple Choice 2.reasonable	2.

From this help, you will get the following information:

Percent Answering Correctly:

- Whole Group: Percentage of Students who answered the question correctly.
- Upper 25%: Percentage of Students whose score is in the upper 25% of the class.
- Lower 25%: Percentage of Students whose score is in the lower 25% of the class.

Discrimination: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students.

Mean: Average score for a question.

Median: Middle score for a question. If there is an even number of scores, the median is the average of the two middle scores.

Standard Deviation: Average of the amount that the results deviate from the average score.