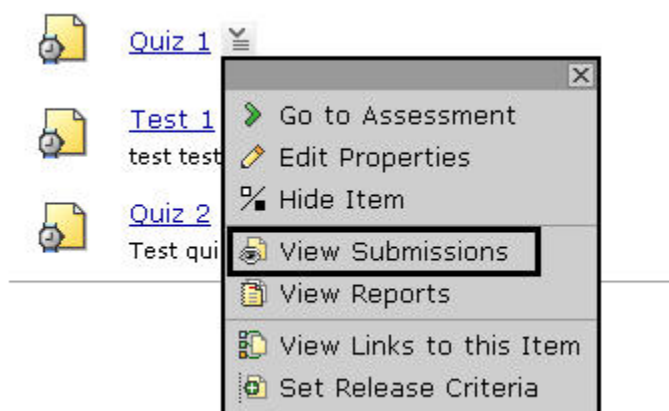


Viewing Assessment Submissions

To view student assessment submissions, make sure you are on the Teach tab and select **Assessment Manager** under Instructor Tools.



To view submissions from an assessment, select the drop-down menu next to the assessment you want to view and click **View Submissions**.



You will see the submissions area.

Graded Not Graded Not Submitted All View by: Quiz 1

View all submissions.

Quiz 1 1 Graded 0 Not Graded 0 Not Submitted --

The grade displayed is the First of the Student's attempts.

Name	Grade	Attempt	Status	Score	Time
Student 756330011, Demo	40	View Attempt 1	Graded	40	00:00:53

Reset Entire Submission

There are four sub-tabs within the submission area.

- **Graded:** All the assessments that students have submitted and have been graded. This is the default location when you enter the submission area.
- **Not Graded:** All the assessments that have been submitted by the student but have not been graded yet. These assessments include paragraph questions that instructors must grade.

- **Not Submitted:** All the assessments that have not been submitted yet. Assessments that are in progress are displayed under the Status column.
- **All:** All the assessments no matter what their stages of completion.

Graded Not Graded Not Submitted **All**

View all submissions

Quiz 1

The grade displayed is the First of the Student's attempt

Name	Grade	Attempt
	Out of 50	
Student 756330011, Demo	40	View Atter

Reset Entire Submission

To view all individual question responses and scores, select the **View Attempt 1** drop-down menu under the Attempt column. To see the timings of when questions are being saved within the assessment, click the number under the Time column (for example, "00:00:53" as shown in the following figure). The Time column allows you to view how long students spend on individual questions, if students resave answers, or if more than one student saved the same question at the same time.

Graded Not Graded Not Submitted All View by: Quiz 1

Attempts that have been graded.

Quiz 1 1 Graded --

The grade displayed is the First of the Student's attempts.

Name	Grade	Attempt	Score	Time
	Out of 50		Out of 50	
Student 756330011, Demo	40	View Attempt 1	40	00:00:53

Reset Entire Submission

After clicking **View Attempt 1**, you will be able to view all the students' responses to each question and change values for any of the questions. You do this by entering a new score in the box for the question and clicking **Override Score**.

You are also able to provide comments for students. If you change any values, you must click **Update Grade** to reflect any changes you made.

If students accidentally submit an assessment early, had problems with their computers, or other various reasons, you can reset the assessment so students can take it again. You do this by clicking **Reset Attempt**.

View Attempt 1 of 2

Name: [Student 756330011, Demo](#) ▾

Title: Quiz 1

Started: May 9, 2006 12:21 PM

Submitted: May 9, 2006 12:22 PM

Time spent: [00:00:53](#)

Total score: **40 / 50 = 80%** Adjust total score by:

If you want to reset all submissions for students who have already submitted an assessment, click **Reset Entire Submission**.

View all submissions.

▾

The grade displayed is the First of the Student's attempts

<input type="checkbox"/> Name ↑	Grade Out of 50	Attempt
<input type="checkbox"/> Student 756330011 Demo ▾	40	View Attempt
<input checked="" type="checkbox"/> Reset Entire Submission		

Survey Submissions

You will not be able to view individual survey submissions; you will only be able to view who turned in survey submissions. You can view the submissions by clicking **Assessment Reports** at the top, right-hand corner of the assessment submission page. Choose the survey from the drop-down menu, select the **Performance** radio button, and click **Run Report**. This will give you all the answers to the survey from each individual listed in random order. You can run reports on quizzes, including: performance, item statistics, summary statistics, and class statistics.