



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Test & Quizzes Handling Submissions

Video - [ReggieNet: Tests & Quizzes Handling Submissions](#)

Once students have submitted their assessment attempts, you can view their submission, grade questions and add comments; adjust scores; allow retakes; view statistics, and more

## Viewing submissions

You can view student submissions by selecting “Scores” from the Select Action dropdown list for a published assessment.

**Assessment List**

View: All

Display: 20  assessments per page Search:

Title	Status	In Progress	Submitted	For	Open	Due	Last Modified	Modified Date	Remove?
Quiz 1	Published - Active	0	1	Entire Site	May 6, 2020 3:45 PM	May 30, 2020 12:00 AM	zzDemo11 zzInstructor1	May 6, 2020 3:46 PM	<input type="checkbox"/>
Draft - Quiz 1	Draft			Entire Site	May 6, 2020 3:45 PM	May 30, 2020 12:00 AM	zzDemo11 zzInstructor1	May 6, 2020 3:46 PM	<input type="checkbox"/>

This will take you to a list of all of the students. You will be able to see who has submitted their assessments, date submitted, and score. By default, only the submission with the highest score is displayed. If you wish to see all submissions, select “All submissions” from the View dropdown. You need to be on the **Total Scores** page in order to select individual students and analyze their submissions.

**Total Scores: Quiz 1**

Submission Status: Total Scores Questions Statistics Item Analysis Export

Max Score Possible: 10  
 Apply This Score  to all participants with "No Submission".

View: Highest Submission  for Entire Site

Search:

Viewing 1 - 10 of 10 Items

Delete	Name	UserID	Role	Submit Date	Time	Score	Adjustment	Final Score	Comments for Student (What's This?)
<input type="checkbox"/>	zzStudent7, zzDemo7 <a href="#">Email</a>	zzstu7	Student	May 29, 2020 10:18 AM	9 sec	10	<input type="text" value="0.0"/>	10	<input type="text" value=""/>
	zzStudent10, zzDemo10 <a href="#">Email</a>	zzstu10	Student	No Submission	n/a	-	<input type="text" value="-"/>	-	Requires student submission

This page displays the submission date, how long the attempt took, the score, and a box for adding overall comments. There is also an option to delete the attempt – click on the **X** to the left of the student’s name.

If you want to allow a student to retake an assessment without deleting their original attempt, select the **Submission Status** tab. For any student that has reached their limit on attempts, you will see an “Allow retake?” link.

**Submission Status:** Quiz 1

Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export

**Max Score Possible:** 10

View: Entire Site

Search:  Find Clear

Viewing 1 - 10 of 10 items

Name	UserID	Role	Date
zzStudent7, zzDemo7 <a href="#">Email</a>   <a href="#">Allow retake?</a>	zzstu7	Student	May 29, 2020 10:18 AM
zzStudent10, zzDemo10 <a href="#">Email</a>	zzstu10	Student	No Submission

Clicking this link will permit the student one more attempt.

## Grading

The Tests & Quizzes tool will automatically grade those sections of your assessment that have objectively correct answers (such as Multiple Choice, True/False, Matching, Fill in the Blank). However, you will need to grade subjective responses (such as Short Essays, Audio Responses, File Uploads) manually.

Once you are on the **Total Scores** page, simply click on a student’s name to see their submission in detail. While viewing a student’s submission, you can give them feedback on each question and also give them a score for their answers to subjective questions.

When you finish, be sure to click “Update” at the bottom of the page so that your grades for that student are saved.

**NOTE:** Be sure that you know the feedback options that you have set in the Assessment setting. If you have Essay questions that require manual grading, students receive 0 points of credit for the questions until you grade them. Thus, if you have your Assessment set to give feedback upon submission, students will see a grade that is not accurate.

### Grade by question

It is frequently desirable to grade all instances of a question at once, rather than grading by student. This can be accomplished by clicking the **Questions** tab.

**Part 1: Question 1** (Pop Quiz)

Submission Status   Total Scores   **Questions**   Statistics   Item Analysis   Export

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#) | [Q5](#)  
 Part 2:(random draw, 1 questions from pool of 2):[Q\\_1](#) | [Q\\_2](#)

Click on the link for the question you wish to grade, and you will then see all student submissions for that question.

Name	UserID	Role	Date	Score	Student Response	Comments for Student (What's This?)
 <a href="#">Email</a>		Student	May 25, 2017 1:15 PM	5.0	1) Select the relevant site from the top bar. 2) Select Site Info from the left hand bar. 3) Click on the Manage Tools tab. 4) Select the tool that you want to add, click continue and follow any prompts.	Very good  <a href="#">Add Attachments</a>
 <a href="#">Email</a>		Student	May 25, 2017 1:30 PM	2.5	Click on Site Info Click on Manage Tools Create a new too	Well, you can't actually create a tool.  <a href="#">Add Attachments</a>
 <a href="#">Email</a>		Student	Jul 26, 2017 9:18 AM	3.5	Go to "Site Info" ---> "Manage Tools" ---> and then click which tools you would like to add. You can also change the order in which tools appear on the right panel.	And then what?  <a href="#">Add Attachments</a>

Options are available to View all submissions, and to view the answers inline, as displayed above.

### Sending grades to Gradebook

To integrate grades from Tests & Quizzes into the Gradebook, you need to be sure that the option to send grades to the Gradebook is checked. In the Settings for the Assessment, expand the section for “Grading and Feedback”. Check the box for **Gradebook Options** (Send the assessment score to gradebook immediately, regardless of options below).

**Grading and Feedback**

If multiple submissions, record the  highest score  last score

Anonymous Grading  Hide student identity from grader

Gradebook Options  Send assessment score to Gradebook immediately, regardless of options below

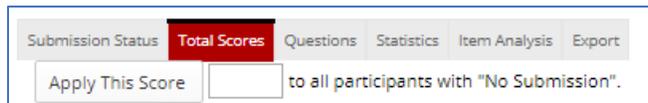
The grades will be sent to the Gradebook automatically.

Once you have done that, you will see a new item appear in the gradebook you are using with the title of your assessment. Whenever you edit the point value of the assessment in the Tests & Quizzes tool, that change will be reflected in the gradebook. You cannot edit any of the properties of the particular assessment in the gradebook, all of those changes must be made in the Tests & Quizzes tool.

Additionally, the scores in the Gradebook will be locked. To change any scores for an assessment, you must go to the Tests & Quizzes tool and make changes there.

## Assigning a grade to those with no submission

Students with no submission will have no score, and if the scores are sent to the Gradebook, the cell will be empty and will not count against the student's overall grade. On the Scores page, there is an option to assign a grade to those students that have not submitted. You may want to give those students a zero.



Submission Status **Total Scores** Questions Statistics Item Analysis Export

Apply This Score  to all participants with "No Submission".

You enter the score you wish to assign, and click the "Assign This Score" button.