

Score Constructed-Responses /Manual scoring

1. From the main navigation menu select **Assignments -> Assessment Assignments-> View Assignments**
2. Choose the desired **Subject, Assessment Type** (K-2 Diagnostic, 3-8 Readiness, and 9-11 Custom)and **Grade** to view a list of Assessments
3. Select the **Assessment(s)** from the filtered list that appears.
4. The resulting list in the main window will provide the number of students assigned tests, the number scored, and the completion percentage
5. From the **Actions** pull down menu on the right click on **Manually Score**

The screenshot displays the 'Assessment Assignments (38)' interface. On the left, there is a 'Filter Results' sidebar with sections for 'Subject', 'Assessment Type', 'Grade of Assessment', and 'Assessments'. The main area shows a table of assignments with columns for assignment name, dates, assigned/scored counts, and completion percentages. Each row has an 'Actions' dropdown menu. The 'Manually Score' option in the first row's actions menu is highlighted with a red box.

Assignment Name	Assigned	Scored	Completion	Actions
Acuity Common Core HS ELA Form A1 Session 2 - test Language Arts, Diagnostic, Grade 9, Acuity Common Core HS ELA Form A1 Session 2 Created By Andrews, Jamie on 07/24/2013	2/0	0	0%	View, Edit, Delete, Manually Score
BenchMark Assign101 Language Arts, Diagnostic, Grade 6, Acuity Missouri LA Grade 6 Diagnostic Form 2 Created By Whitford, Colm on 12/21/2012	89/82	92	92%	Actions
BenchMark Assign102 Language Arts, Diagnostic, Grade 7, Acuity Missouri LA Grade 7 Diagnostic Form 2 Created By Whitford, Colm on 12/21/2012	85/76	89	89%	Actions
BenchMark Assign103 Language Arts, Diagnostic, Grade 8, Acuity Missouri LA Grade 8 Diagnostic Form 2	91/81	89	89%	Actions

6. Select the **Class**, (School is already selected) you may filter more by clicking on **Status**, and **Item Type** (multiple choice or constructed response) from the filter on the left below class as applicable.

The screenshot displays the 'Benchmark Asign43' interface. At the top right, there are buttons for 'Reset All Scores', 'Print All Responses', and 'Save'. The main header shows 'BenchMark Asign43 (Test ID: 80213)' and 'Acuity Common Core HS Algebra II Unit 1 Session 1'. Below this, there are statistics for 'Assigned/Scored' (66/0), 'Partially Scored' (16), 'In Progress/Online' (0), and 'Not Taken or Taken Offline' (50). A 'Filter Results' sidebar on the left includes options for 'District' (Burnet County School Di...), 'School' (Genesis School, George I. Sanchez Chart..., George Washington Schoo...), and 'Class' (Class142, Class143, Class144, Class145, Class21). The 'Associated Students (17)' section shows a student list with a 'Student' dropdown menu set to 'Albright, Cuba'. Below the student list, there are two rows of items: 'Item 18' and 'Item 19', both 'CR/Observational Item'. Each item has a row of radio buttons for scoring (N/R, 0, 1, 2, 3, 4). To the right of each item row, there are links for 'View: Response | Rubrics & Exemplars'. A 'Display: 100 items per page' option is visible at the bottom of the student list.

7. Select student that you want to score by clicking the down arrow by the student name.

8. Enter a score for each item by clicking on the corresponding radio buttons. *Note: each item must have a response before submitting the scores.*

9. You can also view **Response** or **Rubrics & Exemplars** for Constructed Response items scoring rubric and exemplars for all items

10. Click **Save** in the upper right hand corner when you are done