Assigning Online Assessments

About assigning online exams to students

When you administer an assessment online, students read and answer questions on a computer instead of on a paper answer sheet. Edusoft scores multiple choice questions immediately, and alerts teachers when their students have entered short or long answers that require grading by a teacher. You can administer any Benchmark or Teacher Tools assessment online if it was created in Edusoft using any available item banks.

To assign an exam for online delivery:

1. Select an assessment in your Assessment Locker and click View Details.
2. In the Test Details page, click Assign Online.
3. Enter a description for the test assignment, and start and end dates and times.
4. In the Test-taking experience section, specify whether there is a time limit, select the options you want to include, and click Continue.
5. Choose whether to select students by periods or course, or by custom group. Click Continue.
6. Select the groups, periods, and/or individual students. Click Continue.

Students can see their selected answers after completing this test

View their answers after they complete the test

Students can see correct answers

See the correct answers for multiple choice questions after finishing the test

If you’re selecting by custom group, you will see a list of custom groups to choose from. Select the ones you want to include.

If you’re selecting by periods or courses, select the ones you want to include, or use any of the demographic options to select students.

To select specific students, click the Choose individual students box.

To assign the test to more than one school group, school type, or school, choose Multiple and then click Select. Select the schools and click Continue.

To assign the test to one school group, school type, or school, select One and choose the school.

7. If you’re selecting individual students, select the specific students, and click Continue. Click Finish.

Select this setting

To enable students to

Students must have a ticket to take this test

Students can see their selected answers after completing this test

Students can pause this test

Pause the test and resume later (or end the test)

Students can jump between questions

Use a navigation list to view and answer questions out of order

Students can see correct answers

View the correct answers for multiple choice questions after finishing the test

Select Periods page. It’s similar to the Select Custom Groups page.

Use this dashboard to select schools, courses, teachers, or student demographics...

...then choose specific periods here. If you’re selecting custom groups, they are listed here instead.
Grading Online Assessments

About grading online assessments
When students take online assessments, Edusoft automatically grades multiple choice questions immediately. If the test contains short answer or long answer questions, those questions must be graded by a teacher or administrator. Edusoft automatically assigns teachers to grade tests for students they teach, and alerts teachers if there are outstanding grading assignments when they log in. Administrators can grade tests for students in their school or district.

To grade online assessments:
1 In the Grading area of the Admin tab, click Manually Grade.

2 On the Grading page, click the Grade link for a test to start grading it.

3 Grade student answers question by question, or student by student.

To enter scores by question, read each student’s answer and enter the score in the Score area. To score another question, choose the question in the Question list.

To enter scores by student, click View by Student. Click Select Student and choose the student whose answers you want to grade.

Tip: When you finish grading a question or student, it’s a good idea to click Save Scores.

4 When you have finished entering scores, click Save and Exit Grading.