Quick Guide  

Working with Grading Results

**Viewing grading results by session**

Edusoft displays information about graded assessments in the Grading Status page. This page shows results for a session or a test. A session consists of all answer sheets that were scanned and uploaded at the same time. A session can contain results for any number of tests. You can view sessions based on the time period, the type of answer sheet that was scanned, and the location of the scanner. You can also display just the sessions with unresolved scanning problems.

**Tip:** Depending on the size of your assessment wave, you may be able to view scanning results soon after scanning. When you view results, be sure to use another computer. This frees up the Grader computer for others to use.

To view grading results by session:

1. Click the Admin tab. Click the Grading link or icon.
2. To view the results for a specific session, click the session’s date/time link.
3. To view results for a different time frame, select the time frame in the **Time Period** list. Click View.

**Viewing grading results by test**

You can view all grading results for a single assessment, regardless of the number of grading sessions required to scan answer sheets.

To view grading results by test:

1. Open the Grading Status: Test Detail View page.
   - From the Assessment Locker, view the test details page for an assessment, and click the View Grading Status link.
   - From the Grading Status: Session Summary page, click the link for a grading session that includes the test. In the Session Detail page, click the link for the test.
2. In the Test Detail View, click the link for a test to view the grading detail.
3. To view specific grading results, click a link for a teacher’s name.

The Grading Status: Teacher Test Detail lists which students have scores and which are missing. For each failed scan, you can click a link to view the image and attempt to resolve it.
Resolving student recognition problems

When you resolve student recognition failures, you start by looking at an image of the answer sheet. If you can identify the student, you can reassign the answer sheet and regrade it.

To resolve student recognition problems:

1. Click the Admin tab. Click the Grading link or icon. Drill down from the Grading Status page to the Teacher Test Detail or Session Detail page. You can also click the link for failed scans in the Grading Status page.

2. To resolve a failed scan, click its View Image link.

   The View Image page displays the scanned answer sheet as well as some links you can use to resolve the scan.

3. Check to see the reason for the failure. Then, examine the answer sheet image to see if you can identify the student.

   If you can identify the student, click the Click here link in the Instructions area to locate the correct student in the Edusoft system.

4. If the student name is listed, click the bubble beside it and click Continue.

   Or, you can scroll to the bottom of the roster page and search for a student ID.

Resolving test recognition problems

If the answer sheet is not defaced or damaged, you may be able to resolve a test recognition failure by rescanning and uploading the answer sheet. Or, if the only problem is stray marks on the block code or registration marks, you may be able to resolve the failure by creating and scanning a replacement answer sheet.

To resolve test recognition failures:

1. From the Grading Status: Session Detail page, click the View Image link for a failed scan.

2. Read the reason for failure and follow the instructions on your screen for resolving it.

   After you have scanned in a replacement answer sheet, click the Mark as Resolved Click here link.