## TEST AND SURVEY QUESTION STATUS

The test and survey question completion status is a tool to provide students with a quick up-to-date view of their progress (complete or incomplete questions) in an assessment at all times.

## USING THE QUESTION COMPLETION STATUS TOOL

The **Save Answer** function next to each question provides a visual reminder to students to save their work periodically.

Whenever a student is taking an assessment, the completion status of questions appears at the top of the page, just below the **Instructions** box. The question completion status remains at the top of the page even as the student scrolls down through the assessment. Use the double arrows to expand or collapse the status section.

When the student answers a question and moves to the next question in a question-by-

Take Test: Unit 5 Quiz			
Description			
Instructions			
Multiple Attempts Not allowed. This Test can only be taken once.			
Force Completion This Test can be saved and resumed later.			
Question Completion Status:			
Я	Save All Answe	rs Sav	e and Subm
Question 1		10 poi	nts 🖂 Sāv
Who calculated the orbit of the comet named after him?			
<ul> <li>a. Herschel, Sir William Frederick</li> </ul>			
🔘 b. Brahe, Tycho			
🔘 c. Ptolemy, Claudius			
🔘 d. Halley, Edmond			
Question 2		10 points	Save Answ
Who is the ancient Greek mathematician, astronomer, an	d geographer who d	devised a sy	stem of latit
and longitude?			

question assessment, the status box is updated to show that the previous question was answered. If the student does not answer a question and moves to the next question, the status box shows that the previous question was not answered.

The student can navigate between questions by clicking the question number in the status box. This is applicable only to tests deployed all at once or question by question where backtracking is permitted.

While taking an all-at-once assessment, students can use a **Save** function to the right of each question to save this specific question without scrolling to the bottom of the page to save.

Saving either a single question or all of the questions that have been answered (with the **Save** function at the bottom of the page) changes the question completion status to show which questions have been completed.

## HOW TO VIEW TEST OR SURVEY RESULTS

- 1. In the Grade Center, navigate to the test or survey's column.
- 2. Access the column's contextual menu.
- 3. Select **Attempts Statistics**. The results display on the **Statistics** page.

*NOTE*: Because surveys are anonymous, the results are delivered only as statistics, and it is not possible to view individual answers. If an open-ended essay question was included in the survey, all responses will be listed.

SEE ALSO: Running Item Analysis on a Test

## HELPING STUDENTS RESOLVE ISSUES WITH TESTS

If a student was unable to submit a test, but had completed the work, you can submit the attempt. Now you can grade the attempt.

- 1. In the Grade Center, locate the cell containing the attempt, which displays the in progress icon.
- 2. Access the cell's contextual menu and select View Grade Details.



3. On the Grade Details page, click Grade Attempt.

Attempts	Manual Override	Column Detail	s Grade His	tory			
					Delete	Last Attempt	✓ Go
Date Created	Date Submitte Saved)	d (or Value	Feedback to User	Grading Notes	A	ctions	
Jun 4, 2014 2:16:41 PM	Jun 4, 2014 2:1 PM (In progress)	6:41				Grade Attempt Cle	ear Attempt

4. Be sure the answers were saved.

*NOTE*: If multiple questions are marked with **No Answer**, you may want to **Clear Attempt**. The student will have to take the test again.

5. Click **Test Information** to expand the section.



Unit 2 Quiz	Init 3 Quiz
30.00	Quick Column Information
30.00	Edit Test
	Grade Attempts
	Grade Anonymously
30.00	Attempts Statistics
	Download Results
20.00	View All Attempts
10.00	Grade Questions
10.00	Item Analysis
	View Grade History

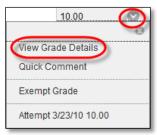
6. If you are satisfied with the student's test attempt, click **Submit Attempt**.

* Test Information					
Current Grade	- out of 20 point	S			
Status	In Progress	Submit Attempt			
Attempt Score	- out of 20 points				
Started Date	6/4/14 2:16 PM				
Submitted Date	6/4/14 2:16 PM				
Clear Attempt	Clear Attempt	Click Clear Attempt to clear this user's attempt.			
Edit Test	Edit Test C	lick Edit Test to make changes.			

7. Click **OK** to confirm the attempt submission.

If a student experiences a technical problem while taking a test or needs an additional attempt, you can help by submitting or clearing the test attempt. When you clear an attempt, the grade is cleared from the Grade Center and the student can retake the test.

- 1. In the Grade Center, locate the cell containing their attempt. The cell will contain the in progress or the needs grading icon, depending on the situation.
- 2. Access the cell's contextual menu and select View Grade Details.



3. On the Grade Details page, click Clear Attempt.

Attempts	Manual Overri	de	Column Details	Grade	History				
					D	elete	Last Attempt	-	Go
Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions				
Jan 12, 2012 8:02:19 AM	Mar 23, 2010 1:14:21 PM (Completed)	10.00			Grade Attemp	pt 🤇	Clear Attempt	gnore Atten	npt

4. Click **OK** to confirm and remove the attempt.

Delete this attempt? This actio	n is final and cannot be undone.
	OK Cancel

5. On the **Grade History** tab, the action is recorded with "Attempt Grade Cleared." In the Grade Center, no grade or icon appears in the student's test cell.