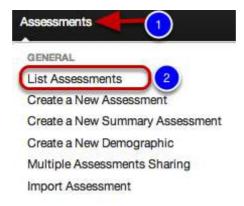
## **Grading Constructed Response Items**

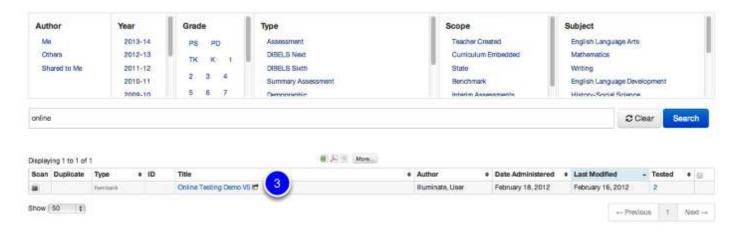
This lesson will guide you through the process of grading a constructed response item that was on an assessment administered online. This means that students typed in a response, which Illuminate stores, but does not grade for a user. The user must manually enter these scores.

There are two ways to see these scores for grading.

#### Where to Start



- 1. Select the **Assessments** tab.
- 2. Click List Assessments.



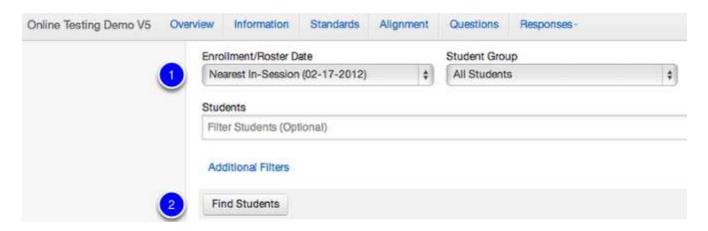
3. Once in your list of assessments, find the assessment you need to grade responses for, click on the **title**.



Once in the Assessment Overview:

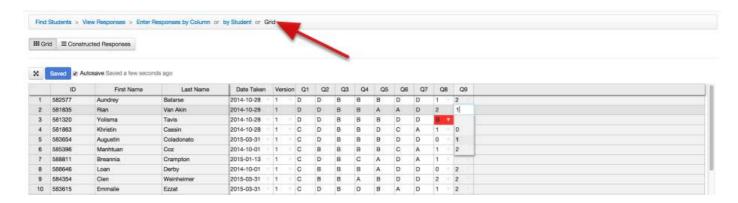
- 4. Click on Administration.
- 5. Select Enter/Edit.

#### **Entering Data for a Constructed Response**



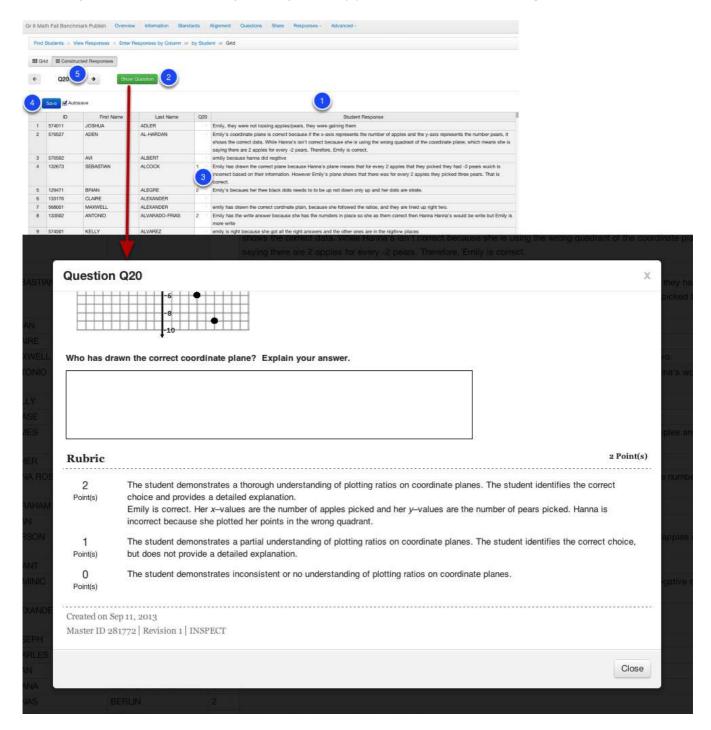
- 1. Use the dropdown menus to specify what students you want to enter data for.
- 2. Click Find Students.

#### **Entering Constructed Response Data using the Grid**



1. Once you've followed steps 1-5 under 'Where to Start', select **Grid** at the top of your page. The Grid Enter/Edit method utilizes the same set of features- fill down, rubric dropdown, locked header/column, autosave, highlighting of wrong value input, etc- as 'Enter Responses by Column' or 'By Student'.

2. To see your Constructed Response question(s), click Constructed Response.

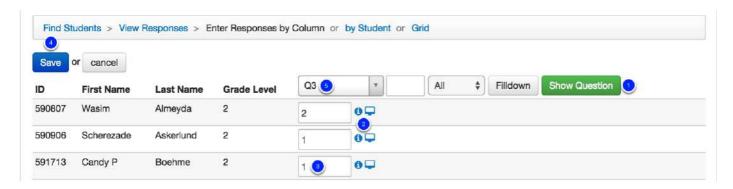


This view will show you a list of your students, scoring column, and the student response to the question.

- 1. Read the students response.
- 2. If you need to review the question and scoring rubric, click on **Show Question** and the question/rubric will show in a pop up window.
- 3. Input the student's score in the scoring column.
- 4. Make sure to **Save** as you go if Autosave is not selected.

5. To navigate to another Constructed Response item, simply use the **Arrow** keys at the top of the page.

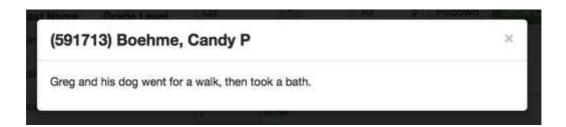
#### **Entering Constructed Response Data using 'By Column'**



This view will show you a list of your students and scoring column with an i next to it if the student typed in a response.

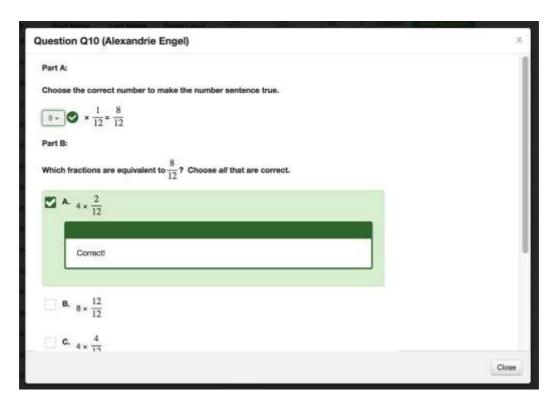
- 1. To read the students response, click on the blue i icon or the screen icon. (See below.)
- 2. If you need to review the question and scoring rubric, click on **Show Question** and the question/rubric will show in a pop up window.
- 3. Input the student's score in the scoring column.
- 4. Make sure to **Save** as you go if Autosave is not selected.
- 5. To navigate to another Constructed Response item, simply use the **dropdown** menu at the top of the page.

### If you click on the 'i' icon:



This will display just the student's response.

# If you click on the screen icon:



This will display the student's response, along with the question and question information.