

SCHOOLLOGY ASSESSMENTS

GUIDE TO SCHOOLLOGY ASSESSMENTS

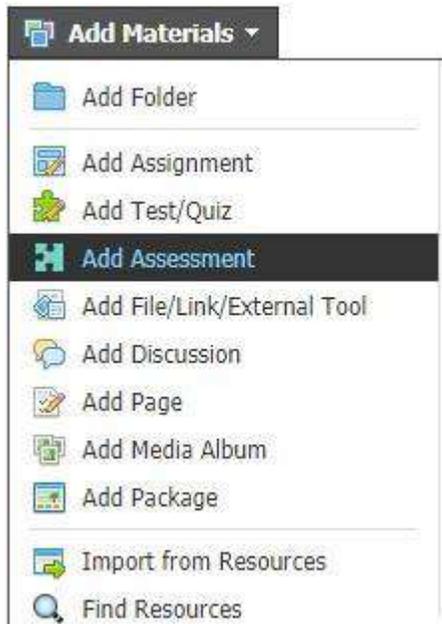
Create assessments in your Schoolology course to assess your students' grasp of the material or evaluate their preparedness for class. Each assessment is automatically graded (unless you've included a subjective question, such as a short answer/essay), providing you with instant and powerful feedback that can help guide your upcoming lesson plans.

You can also manually override grades, rescore submissions, grade with rubrics, and customize a wide array of settings for each assessment.

Create an Assessment

To create an assessment:

1. Click **Add Materials**.
2. Select **Add Assessment** from the list.



This opens the **Create Assessment** window.

3. Name the assessment.
4. Set a **Due Date** to place the assessment in the **Course Calendar** and **Upcoming** area.
5. **Submissions** — Specify if students are able to take the assessment, and when they have access to it. Enabling **Submissions** is a separate process than the publishing feature in the **Options** row.

- **Enable** — Students are able to open and take the test.
- **Enable until** — Students can take the test until the date and time you specify in the **Until** field that displays.

- **Enable from...until** — Students can begin the test after the date and time indicated in **From** and before the date and time in **Until**.

- **Disable** — Students cannot take the test.

Note: The default setting for assessment availability is **Disable**. If your students can open the assessment but the **Start New Attempt** button is unavailable, check if you need to switch this setting to one of the **Enable** options.

6. **Password** — If desired, set a password that students must enter to begin the test. Learn more: [Password Protection for Assessments](#).
7. Set the number of points the assessment is worth in the Course Gradebook.
8. Select a grading category from the drop-down menu.
9. Click **Grading Options** to display additional settings:
 - Select a grading period.
 - Enable the checkbox to set the assessment as a midterm or nal.
 - Set a factor.
10. Select a grading scale.
11. Click **Create** to complete.

Note: You can also create an assessment within course folders, or add them to folders after creating them.

Advanced options

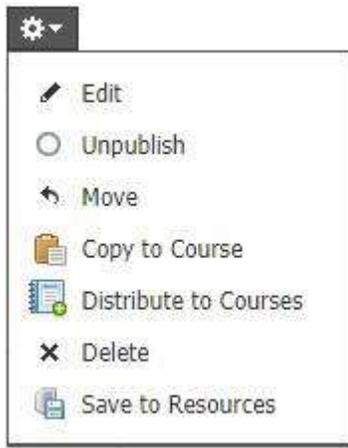
Options:



Use **Advanced Options** to enable/disable the following features:

- Use **Individually Assign**  to only display the assessment to one or more members of the course or a **grading group**.
- Use **Published to Students**  to display or hide the assessment from student view. The assessment is published by default and immediately available to students.

After creating the assessment, click the gear icon  from the course materials page or from the upper-right of the assessment page and select from the following options:



- **Edit** — Open the edit popup to make changes to any of the above grade settings.
- **Publish/Unpublish** — The assessment is automatically published by default. Click **Unpublish** to hide the assessment from student view, and click **Publish** to make available to students after unpublishing.
- **Move** — Move the assessment to a different course.
- **Copy to Course** — Create a copy of the assessment in a different course.
- **Delete** — Delete the assessment.
- **Save to Resources** — Save the assessment to your [Personal or Group Resources area](#)

Assessment Setup

Add additional information about the assessment and control settings from **Setup**. Click **Save** at the bottom of the page to save your changes.

Instructions



Add instructions for students taking the assessment, which displays before they start.

Use the rich text editor to format the instructions, add additional components such as tables, images, and LaTeX symbols, and many other options.

Assessment Settings

Assessment Settings

Assessment has a time limit:

Yes No

Assessment questions are randomly ordered:

Yes No

Show possible points for each question during the attempt:

Yes No

- **Assessment has a time limit:** Set a time limit for the assessment. Students who have not finished before the time limit is expired have their assessments automatically submitted with the answers they have completed.
- **Assessment questions are randomly ordered:** Enable Randomize Order to ensure that each student sees the questions on the assessment in a different and randomly selected order.
- **Show possible points for each question during the attempt:** Hide or display how many points each question is worth for students taking the assessment.

Note: If the number of points you designated in the **Create Assessment** screen is different than the total number of combined points for all the questions in the assessment, the possible points for each question displayed to a student during an attempt will update to reflect this difference. For example, if you make the assessment worth 100 points in the **Create Assessment** screen, and have 9 questions on the assessment worth 10 points each, the number displayed during an attempt is 11.11: $(100/90) \times 10$.

Important Note: Changes to the Assessment Settings are reflected in all future attempts, as well as any attempts currently in progress. For example, students begin an assessment and you realize you set the time limit to 3 minutes instead of 30 minutes. You change the time limit to 30 minutes and save. You can now instruct students to exit the assessment and resume it—they will see the new time limit. However, changing these settings does **not** affect assessment attempts that students have already submitted.

If your organization uses Respondus LockDown Browser, you can require students to take an assessment using LockDown Browser. See more information on this [here](#).

Assessment Toolbar Settings

Additionally, you can enable one or more of a set of **Advanced Assessment Tools** for students from this area.

Assessment Toolbar

Students can flag questions for review:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Students can eliminate answer choices:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Students can use a calculator during attempt:	No ▾
Students can use a ruler during attempt:	No ▾
Students can use a protractor during attempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Students can use text to speech toolbar with screen masking during attempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Students can highlight text:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Students can use a notepad:	<input type="radio"/> Yes <input checked="" type="radio"/> No

- **Students can flag questions for review** — Helps students remember which questions they want to go back to while taking a test.
- **Students can eliminate answer choices** — Students use the eliminator tool to rule out incorrect answers on the way to finding the correct one.
- **Students can use a calculator during attempt** — Students can use a built-in basic or scientific **calculator** while taking an assessment.
- **Students can use a ruler during attempt** — Students can use a built-in **ruler** (6 inches or 15 centimeters) while taking an assessment.
- **Students can use a protractor during attempt** — Students can use a built in **protractor** while taking an assessment.
- **Students can use text to speech toolbar with screen masking during attempt** — Students can use Text to Speech function and Line Reader/Screen Masking. This feature is only visible if your organization is using AMP. [Learn more about text to speech toolbar.](#)
- **Students can highlight text** — Students can select text within the assessment and highlight in multiple colors. [Learn more about text highlighting in assessments.](#)
- **Students can use a notepad** — Students use the notepad tool to take notes during an attempt. [Learn more about notepad in assessments.](#)

To enable a calculator, ruler, or protractor for a specific question, rather than the entire assessment, see [Question-level Assessment Tools](#).

Student Settings

Student Settings

Allow students to view results after an attempt is submitted:

No ▼

Number of attempts students can submit:

1 time ▼

Students can change and review answers before submitting an attempt. If unsubmitted attempts exist, students will be able to resume them.

- **Allow students to view results after an attempt is submitted** Choose an option from the dropdown menu:
 - **No:** Students may not view the results of their assessment after completion.
 - **Yes:** Students may view their assessment results after completion, including the list of answer choices with the student's selected answer highlighted.
 - **Yes with correct answers:** Students may view their assessment results after completion, including the answer they selected **and** the correct answers.
- **Number of attempts a student can submit:** Select from the dropdown how many times students may attempt the assessment.
- **Final grade is determined by:** When students can submit to the assessment more than once, select whether their **highest grade** or **last grade** should be used to calculate gradebook points.

Note: You can make changes to these settings at any time and they will apply to all assessment attempts—past, in progress, and future. For example, you want students to see the correct answers for an assessment, but only after all students in all your sections have completed the assessment. You set **Allow students to view results after an attempt is submitted** to **No** while students are submitting attempts. Then, after all students have submitted and you've graded everyone, you change the setting to **Yes with correct answers**. Students are now able to view the results of their assessment attempt with correct answers visible.

Click **Save at the bottom of the page** to save your **Assessment Setup** settings.

Assessment Questions

Add questions to your assessment from the **Questions** area. You can add content and control settings for each question in the assessment question builder screens.

Note: There is a limit of 200 questions per assessment.

Save: A few seconds ago Items: 0 Total Points: 0

CREATE ITEMS

- + Multiple Choice
- + True/False
- + Matching
- + Ordering
- + Fill in the Blank Text
- + Fill in the Blank Dropdown
- + Fill in the Blank Drag and Drop
- + Short Answer/Essay
- + Audio
- + Video
- + File Upload
- + Label Image
- + Highlight Hotspot
- + Highlight Image
- + Highlight Text
- + Math Short Answer
- + Number Line
- + Chart

Create your assessment

Add content by clicking questions or text from the menu.

Create Assessment Questions

To create questions:

1. Click a question type from the left menu. Visit the [Assessment Question Type](#) section in the Schoology Help Center for detailed information about each question type.
2. Fill out the **Question Setup** and **Correct Answer Setup** fields.
3. Optional: Enter **Author Notes** to explain why certain choices are incorrect, or why you chose to allocate a certain percentage of possible points to alternate answers. This information will not display to students.
4. Optional: Add a **Learning Objective** to the question.
5. Click **Save** to complete.

01 MULTIPLE CHOICE

QUESTION SETUP

Given that:

- $p: 7^2 = 49$ (true)
- $q: \text{A rectangle does not have 4 sides}$ (true)
- $r: \text{Harrison Ford is an American actor}$ (true)
- $s: \text{A square is not a quadrilateral}$ (true)

Which statements below are true?

Options

- If 7^2 is equal to 49, then a rectangle does not have 4 sides.
- If a rectangle does not have 4 sides, then Harrison Ford is an American actor.
- If 7^2 is equal to 49, then Harrison Ford is an American actor.
- If a rectangle does not have 4 sides, then a square is not a quadrilateral.

+ Option Distractor Rationale

CORRECT ANSWER SETUP

CORRECT

100 %

CANCEL SAVE

Add Questions from an Item Bank to an Assessment

Once you have an item bank in Schoology, you can build assessments with items from the banks. You can add individual questions from an item bank, or you can add a randomized block of items from one or more item banks when you create your assessment.

Learn more about [Item Banks for Course Assessments here](#).

Note: Questions added to assessments from item banks are copied, not linked. Any changes made to questions within item banks do not update the copies in assessments.

To add individual questions from item banks to an assessment:

1. In your course, create an assessment or select the name of the assessment into which you'd like to add items.
2. In the **Questions** area, click **Add From Item Bank**.

Setup

Questions



Add Text



Add From Item Bank

3. Navigate to the item bank you would like to import items from.
4. Check the box next to each item you'd like to import. Use the **Select all** option to add all items.
5. Enter the **Set Points** for each item. If none is set, it defaults to 1.
6. Selected items are highlighted at the bottom for ease of reference. Use the links at the top to explore multiple item banks and select items from several banks.
7. Once you are finished selecting items, click **Add Items**.
8. To reorder items, drag and drop any item to the desired order.

To add a random selection of items from one or more item banks to an assessment:

1. In your course, create an assessment or select the name of the assessment into which you'd like to add items.
2. In the **Questions** area, click **Add from Item Bank**.
3. Navigate to the item bank you would like to import items from.
4. Click **Add Randomized Items**.

The screenshot shows a window titled "Add From Item Bank" with a breadcrumb trail: "Resources > Personal > Language Arts > Literature > Of Mice and Men > ELA Question Bank II". A green button labeled "Add Randomized Items" is in the top right. Below, there are three items, each with a checkbox, a question, a "Multiple Choice" label, and a "Set Points" input field containing the number "1".

5. In the **Add Randomized Items** window, enter:

- The number of items that you want to generate from the bank.
- How many points each item is worth.

The screenshot shows a dialog box titled "Add Randomized Items" with a close button (X) in the top right. Below the title, it says "Math Item Bank (1 Item)". There are two input fields: "NUMBER OF ITEMS" and "POINTS PER ITEM". At the bottom, there are two buttons: "Add Items" (blue) and "Cancel" (white with blue border).

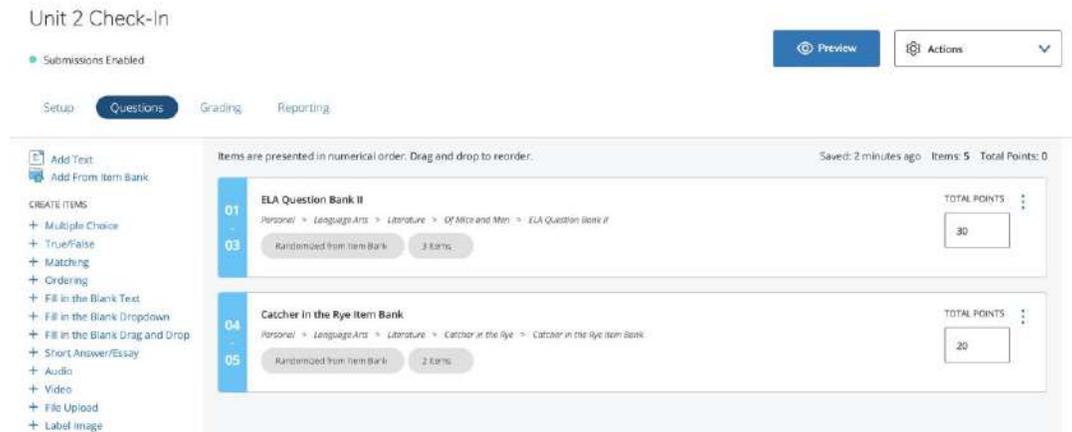
6. Click **Add Items**.

7. Selected items are highlighted at the bottom for ease of reference. Use the links at the top to explore multiple item banks and select additional randomized items from several banks.

Notes:

- Once you select randomized items, you cannot add individual questions in the same selection sequence. If you need to select additional individual items, complete the steps to add randomized items and then follow the steps above to **add individual questions from an item bank**.
- You may add both randomized items and individual items from the same item bank. Items that have been individually added to the assessment will not be included in the randomized set of items.

8. Click **Add Items** to complete. Each set of randomized items is displayed as a single block in the **Questions** area.



Above, randomized items added to an assessment. In this example, two sets of randomized items have been added to the assessment. Questions 1-3 contain three randomly selected questions from ELA Question Bank II and Questions 4-5 contain two randomly selected questions from Catcher in the Rye Item Bank.

Each assessment will contain the determined number of items from the selected item bank(s). Each student in the course receives a unique set of items. Even if students receive a few of the same items, they will appear in a different order, so no assessment is alike. This is helpful in maintaining the validity of your assessment results.

Manage Assessment Questions

Once you have added questions to your assessment, you'll see them listed in the **Questions** area. In the **Points** field in the upper-right corner of each question, set the number of points the question is worth. A tally of the total number of questions and points in the assessment displays in the upper-right corner of the assessment.

Note: If the number of points you designated in the **Create Assessment** screen is different than the total number of combined points for all the questions in the assessment, the possible points for each question displayed to a student during an attempt will update to reflect this difference. For example, if you make the assessment worth 100 points in the **Create Assessment** screen, and have 9 questions on the assessment worth 10 points each, the number displayed during an attempt is 11.11:

$$(100/90) \times 10.$$

Alternatively, if you've enabled students to view their submissions, they will see the point value for each question as you've set it, **not** updated to its gradebook equivalent. In the above example, students would see each question as worth 10 points, not 11.11, when reviewing their submission.

Math Check-In

Submissions Enabled

Preview

Actions

Setup

Questions

Grading

Reporting

Items are presented in numerical order. Drag and drop to reorder. Saved: Thu Jul 16, 2020 at 2:04 pm Items: 2 Total Points: 20

01 Which angle can be created using two perpendicular lines? Multiple Choice POINTS 10

02 Use a protractor to find the degree of this angle. Multiple Choice POINTS 10

Copy

Delete

Hover over the **More Options**  menu in each question and select from the following options:

- **Copy** — Adds a copy of the question to the bottom of the assessment. The name of the copied question is the same as the original, with **COPY** added in front. For example, a copy of **Test Question** is called **COPY - Test Question**.
- **Delete** — Removes the question from the assessment. You cannot restore a deleted question.
- **Edit** — Edit the number of **randomized items** that you want to generate from the bank and how many points per item.

Click **Add Text** at the top of the list of questions on the left to add additional instructions between questions anywhere in the assessment. For example, if you want to break the assessment into sections, you can add additional instructions for each section. Each question and text block displays to students on its own page in the assessment.

Math Check-In

Submissions Enabled

Preview

Actions

Setup

Questions

Grading

Reporting

Items are presented in numerical order. Drag and drop to reorder. Saved: Tue at 7:45 pm Items: 2 Total Points: 20

01 Which angle can be created using two perpendicular lines? Multiple Choice POINTS 10

02 Use a protractor to find the degree of this angle. Multiple Choice POINTS 10

Make sure to read instructions carefully in the following questions.

Cancel Save

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Student View

Students can access the assessment from anywhere they can access other graded materials:

- The **Materials** list in the main Course page.
- The **Upcoming** feed.
- The **Calendar**.
- The **Notifications** feed.

Note: The student experience for Assessments is now supported on the native Schoology mobile apps. Specific documentation is available for students using **iOS app** and the **Android app**.

If you've allowed for multiple attempts, the number of submitted and remaining attempts displays to the student. For example, if you've allowed three attempts, students who have already completed one attempt see **You have made 1 of 3 attempts. You have 2 remaining**. The points possible for the question and elapsed time of the attempt also display.

The screenshot shows the Schoology interface for a student taking a 'Math Final Exam'. The top navigation bar includes the Schoology logo and links for COURSES, GROUPS, RESOURCES, GRADES, and a user profile for Chris Marlowe. The breadcrumb trail is Home > Assessments Practice Course: Section 1 > Math Final Exam. The main content area displays the exam title 'Math Final Exam' and a message: 'You have 60 minutes to complete this test. Take your time and check your work. Good luck!'. Below this, a 'GRADE' section shows '90 / 100' and the message 'You have made 1 of 3 attempts. You have 2 remaining'. A 'Start Attempt' button is visible. A 'PREVIOUS ATTEMPTS' table is shown below.

ATTEMPT	STATUS	TIME SPENT	LAST MODIFIED	ACTION
1	Submitted	35 minutes	Sept 28, 2018 1:32 pm	View

Any previously submitted assessments display in the table with the following information:

- **Gradebook Points:** The number of points earned over points available, displayed as a fraction. If you've enabled multiple attempts, **Gradebook Points** displays the points for the option you selected for **Final grade is determined by** in the **Student Settings** area: **Highest Score** or **Last Score**. This is also the score that displays in the student assessment view and the course gradebook.

Note: If the number of points you designated in the **Create Assessment** screen is different than the total number of combined points for all the questions in the assessment, the total displayed in **Gradebook Points** will reflect this difference. For example, if you make the assessment worth 100 points in the **Create Assessment** screen, and the combined total of all the questions is 90, the number in **Gradebook Points** will update to a 100 point scale. A score of 75/90 on the attempt, for example, will display as 83.3 in **Gradebook Points**, as $75/90 = 83.3$ on a 100 point scale.

- **Attempt:** The number of the attempt, with the one most recently started at the top.
- **Status: In Progress or Submitted.** Students do not see the **Needs Grading** status.
- **Time Spent:** Length of time the student spent on the attempt.
- **Last Modified:** The timestamp for the most recent time the student made changes to the attempt, including month and day, year, and time. This can be helpful when an attempt is resumable and you want to see the last time a student worked on it.
- **Action:** If you've enabled student permission to view submissions, they can click the **View** link in the right margin to open a completed attempt, or **Resume** to open and continue taking an assessment in progress. Currently, all **In Progress** assessment attempts are resumable.

Students click **Start Attempt** to begin the assessment.

Taking the Assessment

Students can navigate the assessment by clicking the question numbers along the bottom of the screen, or by using their keyboard tab and arrow keys.

Math Final Exam 1 of 8

Which angle can be created using two perpendicular lines?

45° 180°
 90° 360°

◀ 1 2 3 4 5 6 7 8 Next ▶

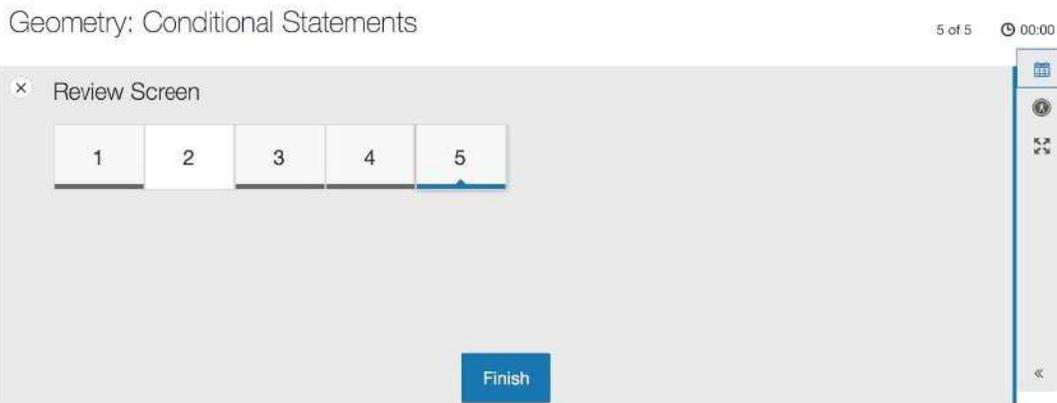
Depending on the types of question, different actions are available to students when answering them:

- **Drag and drop:** Ordering, matching, and label image, for example.
- **Rich text editor:** Short answer and essay questions, for example.
- **Math keyboards:** Math short answer.
- **Button selector:** Multiple choice and true/false, for example.
- **Drawing tool:** Highlight image, for example.

Each of these functions may also be completed using the keyboard's **Tab**, **Arrow**, and **Enter** keys, as well.

As students answer questions, their work saves automatically. Completed attempts are submitted from the review screen, which students can open at any time by:

- Clicking the **Review Screen** icon  in the right margin menu.
- Clicking **Review Screen** in the navigation bar at the bottom of the screen from the last question in the assessment.



Students can also enable additional accessibility features from the **Accessibility** icon  including changing the color contrast or font size of the assessment.

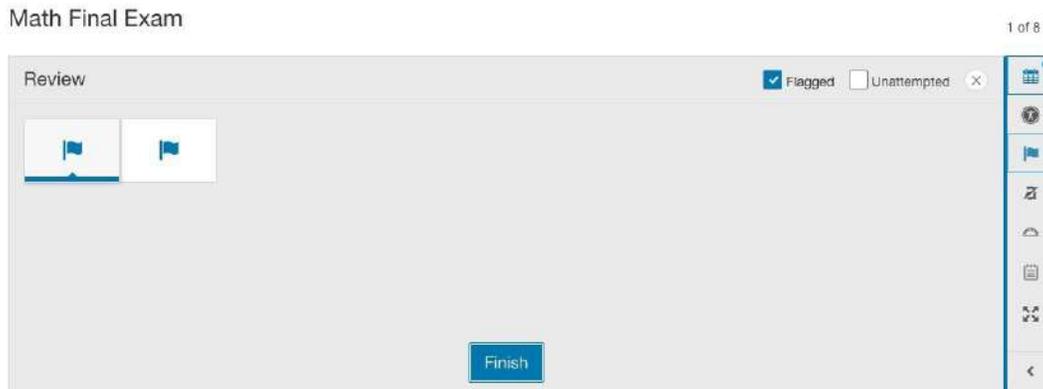
Additionally, they can click the **Full Screen**  icon to view the assessment in fullscreen mode.

Students can flag any questions for review using the **Flag** tool. Click the **Flag** icon  within any question to add it to the flagged list. Click the flag icon again to remove a flag from a question. You can view all flagged questions from the

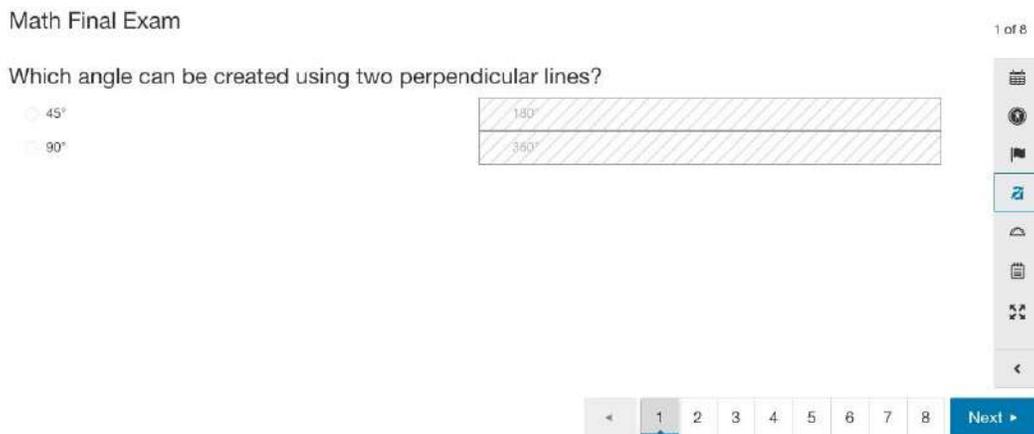
Review Screen



with the **Flagged** box checked:



Students can use the **Eliminate Choices** tool to rule out incorrect answers to help determine the correct one. Click the **Eliminate Choices** icon  and click on any answer choice to eliminate:



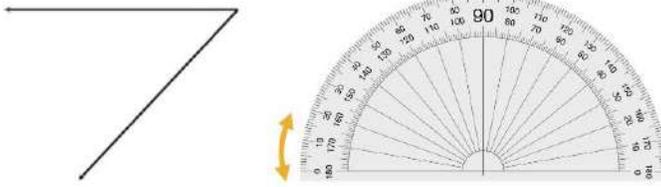
Students can use the **Protractor** tool  to populate on the screen while attempting the assessment:

Students can use the

Math Final Exam

9 of 9

Use a protractor to find the degree of this angle:



- 90°
- 35°
- 47°
- 55°



tool to takes notes during an assessment.

Notepad

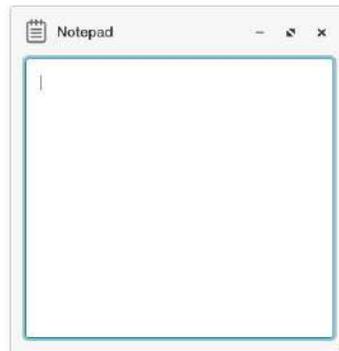
Learn more about Notepad [here](#).

Math Final Exam

1 of 8

Which angle can be created using two perpendicular lines?

- 45°
- 90°
- 180°
- 360°



Click the **Full Screen**  icon to view the assessment in full-screen mode.

For subjective questions aligned with a rubric, an icon  and link display in the right margin that students can click to view the rubric.

The screenshot shows the Schoology interface for a 'Geography Assessment'. On the left, there is a text entry area with a rich text editor and a 'Review' button. On the right, a 'Grading Scale' table is displayed, detailing criteria and their corresponding scores.

Criteria	4	3	2	1	Pts
Reading: Informational Text: Ask and answer such questions as who, what, where, when, why, and how to demonstrate understanding of key details in a text.	Excellent	Good	Satisfactory	Needs Improvement	4
Writing: Write informative/explanatory texts in which they introduce a topic, use facts and definitions to develop points, and provide a concluding statement or section.	Excellent	Good	Satisfactory	Needs Improvement	4
Language: Demonstrate command of the conventions of standard English grammar and usage when writing.	Excellent	Good	Satisfactory	Needs Improvement	4
Language: Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.	Excellent	Good	Satisfactory	Needs Improvement	4

TOTAL POINTS: 24

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Grading Assessments

After students complete the assessment, you can grade their submissions from the **Grading** area.

You can grade the assessment **By Question** or **By Student**. To grade by student, follow the instructions below. To grade by question, please see [Grade by Question for Assessments](#).

To grade student attempts:

1. Open the assessment and click **By Student** from the **Grading** area.
2. Click the student submission you want to grade in the table.

Alternatively, open the student's assessment by clicking the puzzle piece icon in the gradebook cell corresponding to the student row and assessment column.

Note: Instructors may also enter submissions on behalf of students using [Observational Grading for Assessments](#).

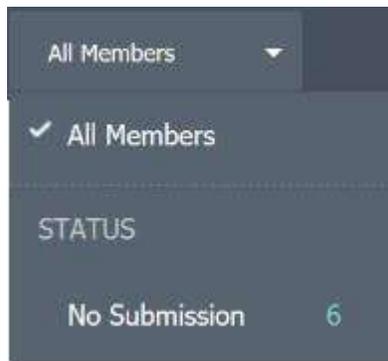
By Student Table

STUDENTS (13)	GRADEBOOK POINTS	ATTEMPTS	STATUS	LAST MODIFIED	ELAPSED TIME
Jimmy Davis	94/100	02	Needs Grading	Jun 6, 2019 11:33 am	3min
		01	Completed	Apr 17, 2019 4:40 pm	3min

The **By Student** area displays information about students and assessment attempts.

STUDENTS (4)	GRADEBOOK POINTS	ATTEMPTS
Jimmy Davis	—/100	02
		01

1. From the **Filter** dropdown menu, choose to display all students, or only students who haven't yet submitted an attempt.



2. The total number of students assigned the assessment displays in parentheses next to the **Students** column label. Click the down-arrow menu to the right and choose to display students by first or last name, and in alphabetical or reverse-alphabetical order.



3. The **Gradebook Points** column displays the students' points earned for the assessment over the total number of points possible. A dash displays for unsubmitted or ungraded assessments.

If you've enabled multiple attempts, **Gradebook Points** displays the points for the version you set in **Final grade is determined by** in the **Student Settings** area: **Highest Score** or **Last Score**. This is also the score that displays in the student assessment view and the course gradebook.

Note: If the number of points you designated in the **Create Assessment** screen is different than the total number of combined points for all the questions in the assessment, the total displayed in **Gradebook Points** will reflect this difference. For example, if you make the assessment worth 100 points in the **Create Assessment** screen, and the combined total of all the questions is 90, the number in **Gradebook Points** will update to a 100 point scale. A score of 75/90 on the attempt, for example, will display as 83.3 in **Gradebook Points**, as $75/90 = 83.3$ on a 100 point scale.

Change the assessment score manually by clicking the score for the assessment in the **Gradebook Points** field and adding a new score. In this example, the instructor has entered a score of 75 for the assessment. Click **clear override** to remove the manually entered score.

FILTER: All Members		STUDENTS (4)	GRADEBOOK POINTS	ATTEMPTS	STATUS
Jimmy Davis	75 / 100	02	Needs Grading		
		01	Completed		
Lorens Diaz	75/100 clear override	01	Completed		

4. The **Attempts** column indicates the attempt number for each assessment, with the most recent attempt at the top. For example, if a student has submitted three attempts for the assessment, the third

displays at the top of the student's row with **03** in the **Attempts** column.



5 STATUS	6 LAST MODIFIED	7 ELAPSED TIME	8
Needs Grading	Apr 16, 2017 12:38 pm	10 min	⋮

5. Student submissions may be in one of four statuses:

- **Scores Pending** – Once the student submits an attempt, the assessment enters **Scores Pending** status for a brief period while questions are automatically graded.

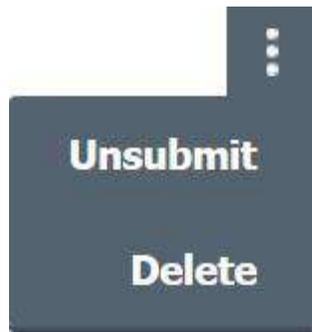
Note: Schoology generally expects score processing times to be within 2 seconds. If you notice score processing times exceeding 2 minutes please contact Schoology Support.

- **In Progress** – The student has started an attempt but has not made a submission yet.
- **Needs Grading** – If the assessment contains subjective questions, it updates to **Needs Grading** status and the course admin must grade the subjective questions.
- **Completed** – After all questions have been graded, the status changes to **Completed**, and the score updates in the course gradebook and in student views.

6. The **Last Modified** column shows the timestamp for the most recent time the student made changes to the assessment, including month and day, year, and time.

7. The **Elapsed Time** column shows how long the student has spent on the attempt.

8. Tap or hover over the **More Options** menu and select from two options:



- **Submit/Unsubmit:** For submitted assessments, select **Unsubmit** to place the attempt back into **In Progress** so that the student can resume it. Any work the student had previously completed is saved for them to come back to. For example, if a student accidentally submitted an assessment before completing, select **Unsubmit** to allow the student to finish and resubmit.
For unsubmitted assessments, click and select **Submit** to move the assessment attempt into a **Completed** state. The student will not be able to resume this attempt once you submit it.
- **Delete:** Delete the student's submitted attempt. For example, if you want to allow the student to retake the assessment without enabling additional attempts for all students.

Note: Deleting a student's submission cannot be undone.

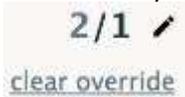
Grading a Student Attempt from the Assessment

Click anywhere on a student's submitted attempt to open it for grading. Add scores in the box next to student responses:

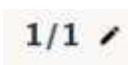
- Grade any subjective questions that require manual scoring.



- Overwrite any auto-scored questions.



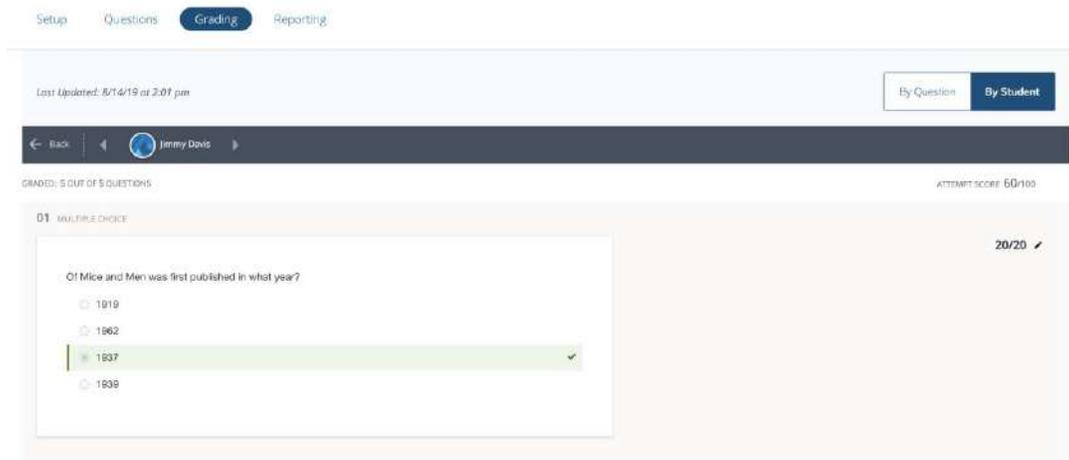
- Click **clear override** to remove the score you entered. If the question already had an automatically calculated score, remove the override to revert back to this score.



The **Attempt Score** field in the upper-right corner updates automatically as you add or change question scores.

Important Notes:

- Attempt score is a tally of the number of points achieved over points possible for each student attempt – you cannot edit it directly. ■ To change a student’s attempt score, manually increase or decrease the points awarded on individual questions. To change a student’s overall assessment grade, change the gradebook points from the **By Student** view or from the Course Gradebook.
- If you need to make a change to the correct answer setup (for example, changing the correct answer) after students have submitted the assessment, you can opt to automatically rescore the existing submissions. Learn more about rescoring submissions [here](#).

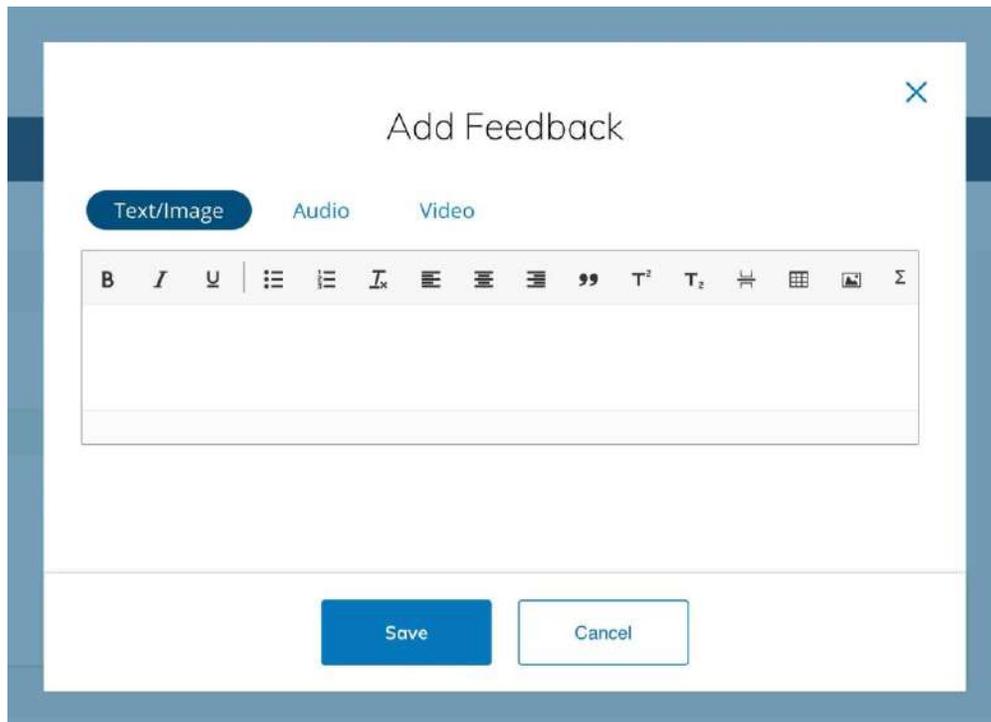


Add Feedback

You can provide feedback on each students' responses to help students improve their outcomes.



Click **Add Feedback** next to each item to enter your comments:



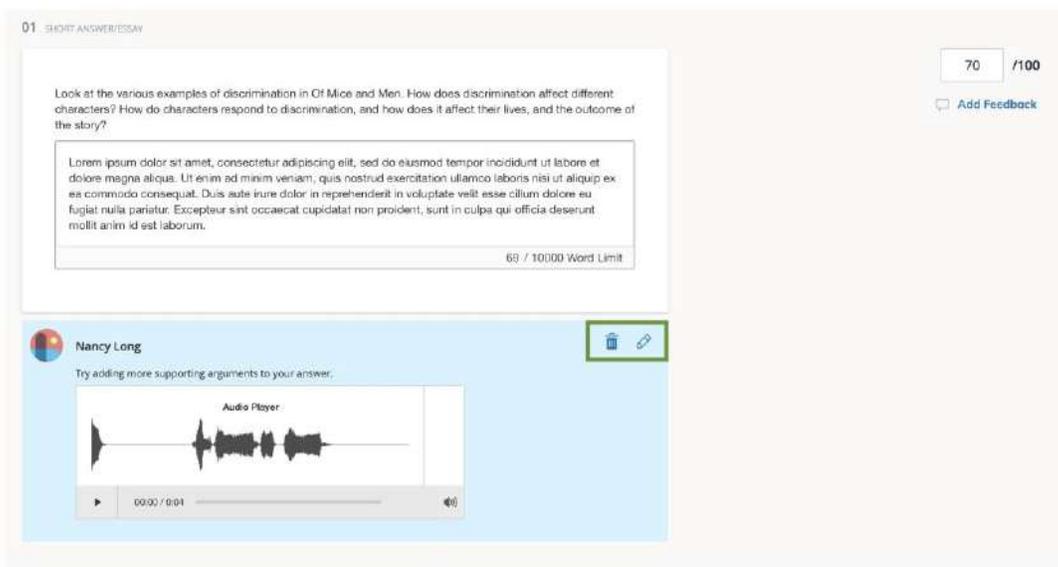
To add text and images, use the Rich Text Editor in the **Text/Image** area.

To add audio to your feedback, click **Audio** and then the record icon to begin recording.

To add video, click **Video** and then **Record** to begin recording. Learn more about recording audio/video in assessments [here](#).

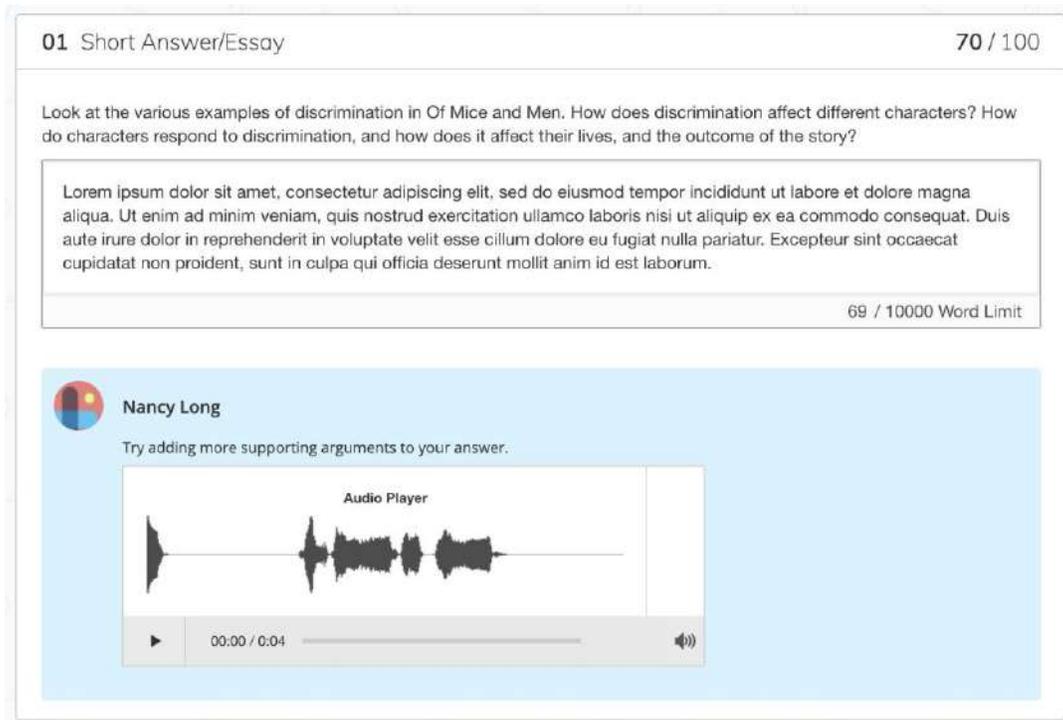
Switch between tabs to use all three feedback options in your response.

Once the feedback is saved, you may edit or delete it at any time. Click the pencil or trash can icon next to your feedback to edit your comment or delete it entirely.



Student View

Students can access the feedback directly from their submission once **Allow students to view results after an attempt is submitted** is enabled in **Student Settings**.



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Grading a Student Attempt from the Course Gradebook

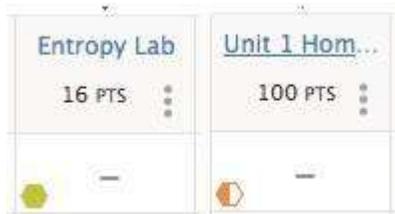
From the gradebook cell for the assessment attempt in the course gradebook, you can complete a number of grading functions:

- Click the score and add a new one to overwrite the overall grade for the attempt.
If you change this grade, the override is indicated by an orange pencil  in the lower-left corner. Click the pencil to clear the override.
- Click the puzzle piece icon  to view the student assessment submission.
- Click the flag icon  to add an **exception** to the submission.



Neither **Excused** nor **Incomplete** exceptions factor into the student's overall grade in Schoology. From a calculation perspective, marking a gradebook cell as **Excused** or **Incomplete** is the same as leaving it blank.

Applying either does not penalize students or affect their overall grade. The **Excused** and **Incomplete** exceptions act as a visual reminder to the course admin that the student has either been excused or their submission is incomplete, to help avoid later confusion as to why that cell for that student is blank or unscored.



Marking a cell as **Missing**, however, **does** penalize the student's grade. Giving a student a **Missing** is the calculation equivalent to giving the student a zero. Selecting the **Missing** exceptions also adds a zero score in the cell.



- Click the **Comment**  icon to add a comment to the submission. Your comment saves automatically; click the **x** in the upper-right of the pop-up window to close the comment. You can also check the box to **Display to Student** (optional). The comment icon persists for any cell to which you've added a comment.

Comments and exceptions appear in the student grade report, which you can open from the **Graph** icon  to the right of the student's name. Comments for grading periods and the overall column also appear on student report cards unless you have selected the **Hide overall grade from student reports** and/or **hide grading period grade from student reports** checkboxes in the course **Grade Setup** area.

Assessment Reporting

Assessment Reporting provides immediate feedback based on student responses to assessment questions. The **Reporting** area provides quick insights into how individual students are performing on an assessment as well as the average for the class, and more. See the article [Assessment Reporting within Courses](#) for full details.

Of Mice and Men Quiz

Submissions Enabled

Preview

Actions

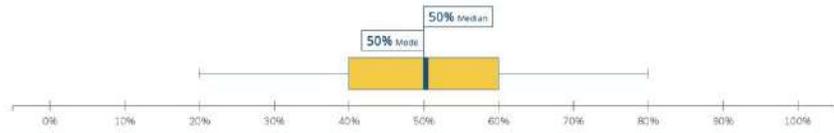
Setup Questions Grading **Reporting**

Last Updated: 8/3/20 at 7:38 pm

51%

Average Score Based on 10 Students

Negative Outlier Range of Scores Positive Outlier



Students Overall Results

Sort

10 STUDENTS	SCORE
Thomas Sparks	80%
Michelle Tambellini	80%