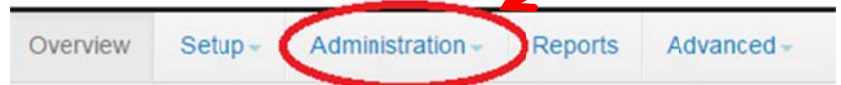


GRADING FREE RESPONSES

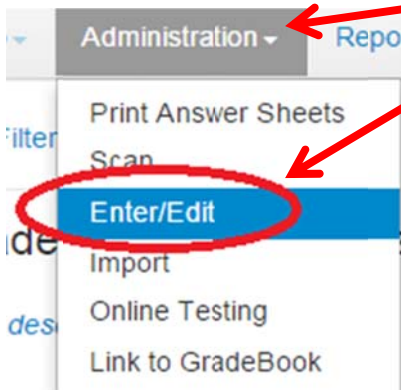
1. Select the test from the list ... :



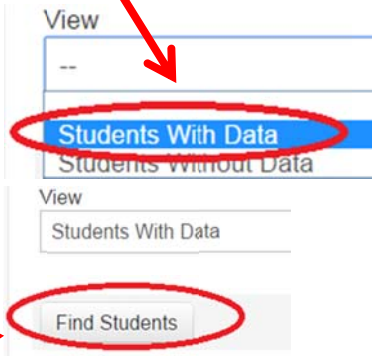
2. This takes the user to the test's overview screen, from which an "Administration" tab is available:



3. Select the "Enter/Edit" option under the "Administration" tab:



4. Although not required, consider selecting the "Students With Data" option under the "View" field:

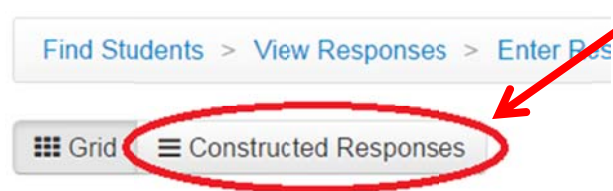


5. Click on the "Find Students" button:

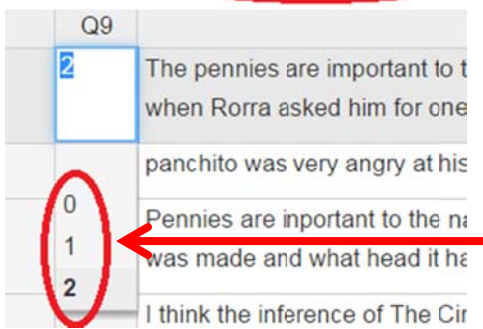
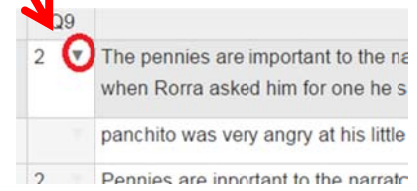
6. From the crumb trail of links, select the "Grid" option:



7. On the next screen, under the crumb trail, select the "Constructed Responses" option:



8. Hover over the faint down-arrow under the item number column ...



9. To select the rubric score after reading the response that is provided to the right of the scoring field: