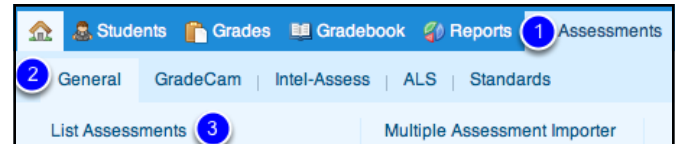


Enter, Edit or Delete Student Responses by Hand

You can always hand enter or edit student responses if the "Can Administer" permission has been given to you. Check with the assessment creator if you are unsure as to whether or not you have this permission.

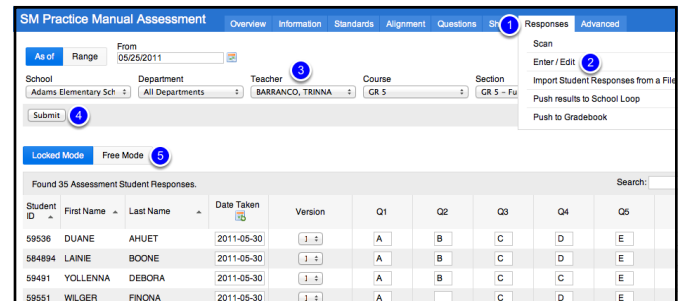
Where to Start

Click **Assessments (1)**, then **General (2)**, click **List Assessments (3)**. Open the assessment.



Enter or Edit Student Responses

To enter or edit student responses, click on the **Responses (1)** tab, then click **Enter / Edit (2)**. Depending on your role, you may need to select a school, teacher, course and section from the drop down menus (3). Click **Submit (4)**.



You may opt to change the way your screen looks as you enter scores:

- **Locked Mode (5)** creates additional scroll bars within your screen so you can move columns closer to the student names.
- **Free Mode (5)** eliminates such scroll bars.

Now you'll see students in the first column, and the **question numbers** serving as column headers.

Student ID	First Name	Last Name	Date Taken	Version	Q1	Q2	Q3	Q4	Q5
59536	DUANE	AHUET	2011-05-30	1	A	B	C	D	E
584894	LAINIE	BOONE	2011-05-30	1	A	B	C	D	E
59491	YOLLENA	DEBORA	2011-05-30	1	A	B	C	D	E
59551	WILGER	FINONA	2011-05-30	1	A		C	D	E

Options:

1. Change students' answers by simply retyping them, or enter answers (e.g., A, B, C, etc.) for any student who requires them. The **Tab** key on your keyboard can help you move quickly to the next space.

2. By clicking the **green arrow** icon for a particular question, you can enter a single answer to be applied to all listed students. For **example**, if most students answered **C** for Question 7, you can enter that via the **green arrow** auto-fill and then just change the answer for the few students who answered differently.

3. If you only have to enter or edit responses for a single student, type any part of his or her name in the **Search** field to automatically see only his or her record.

4. You can change the number of students who **show** on the screen at once.

5. You may opt to enter a particular **date taken**. If you leave it blank, it will automatically fill with the current date.

Note: Once you enter/edit scores, be sure to click **Submit** to save your entries.

Delete Student Responses

Click the **Responses (1)** tab. Depending on your role, you may need to make selections **(2)** from the drop down menus to select your students. Click **Submit (3)**. **Checkmark (4)** the student's name that you wish to delete the responses. Click **Delete Selected Student (5)**.

Student ID	First Name	Last Name	Date Taken	Number Correct	Number Possible	% Correct	Performance Band	Performance Band Level	Deliver?
39526	DUANE	AHUET	May 30, 2011	10	10	100%	Advanced	5	<input checked="" type="checkbox"/>
39534	LANE	BOONE	May 30, 2011	8	10	80%	Proficient	4	<input type="checkbox"/>
39531	YOLLENA	DEBORA	May 30, 2011	9	10	90%	Advanced	5	<input type="checkbox"/>
39531	WILDER	FINONA	May 30, 2011	7	10	70%	Basic	3	<input type="checkbox"/>
39573	SUDY	GATTENBY	May 30, 2011	2	10	20%	Far Below Basic	1	<input type="checkbox"/>
39573	MINNE	GENERALAO	May 30, 2011	7	10	70%	Basic	3	<input type="checkbox"/>
39582	DAI DUONG	SMITH	May 30, 2011	8	10	80%	Proficient	4	<input type="checkbox"/>

Delete All Student Responses

If needed, all student responses can be deleted at one time. To do this, click the **Advanced (1)** tab, then **Remove All Student Responses (2)**.

Advanced Assessment Options

- Versions**
Create multiple versions of the same assessment (e.g., to discourage cheating). You will be able to score all assessments (regardless of version) simultaneously for this assessment's multiple versions. You will also be able to view all results within the same reports. Multiple versions can be added to an assessment after it already has data in it.
- Question Groups**
Use this feature if your assessment is aligned to standards but you would also like to associate questions with particular groups. For example, you could group for the remaining 5 questions in order to analyze results for standards you have taught and separately analyze results for standards you have not.
- Performance Bands**
This feature allows you to adjust performance bands. For example, a student who scores 90 or above is (by default) categorized as "Advanced" on an assessment. Conversely, you might decide that students scoring 0-59 should be categorized as "Intervention Group" rather than "Far Below Basic" proficiency.
- Import Student Responses from a File**
Use this feature to import student responses from a text file. This can be helpful if you have multiple students' data from response systems or another data source.
- Remove All Student Responses (2)**
This feature will remove all student responses in this assessment.

To remove all answers for all students, checkmark **(1)** both statements and click **Remove Student Responses (2)**.

NOTE: This action cannot be reversed!

ARE YOU SURE ABOUT THIS?

You are about to delete all 2 student responses from assessment **Math Grade 05 MG.2.2 Mastery**

Agree to the checkboxes below if you still wish to continue:

- Yes, I want to remove all of these student responses.**
- Yes, I understand that these student responses CAN NOT be recovered.**

1

2

Next Steps

See the "[Scan Student Responses with GradeCam](#)" lesson or the "[Enter or Change Student Responses Manually](#)" lesson for additional details.

2. Scan Student Responses