



MICHIGAN STATE
UNIVERSITY

DIGITAL DESK INSTRUCTOR TOOLS GUIDEBOOK

MSU Scoring Office

Computer Center

450 Auditorium Road, Room 114

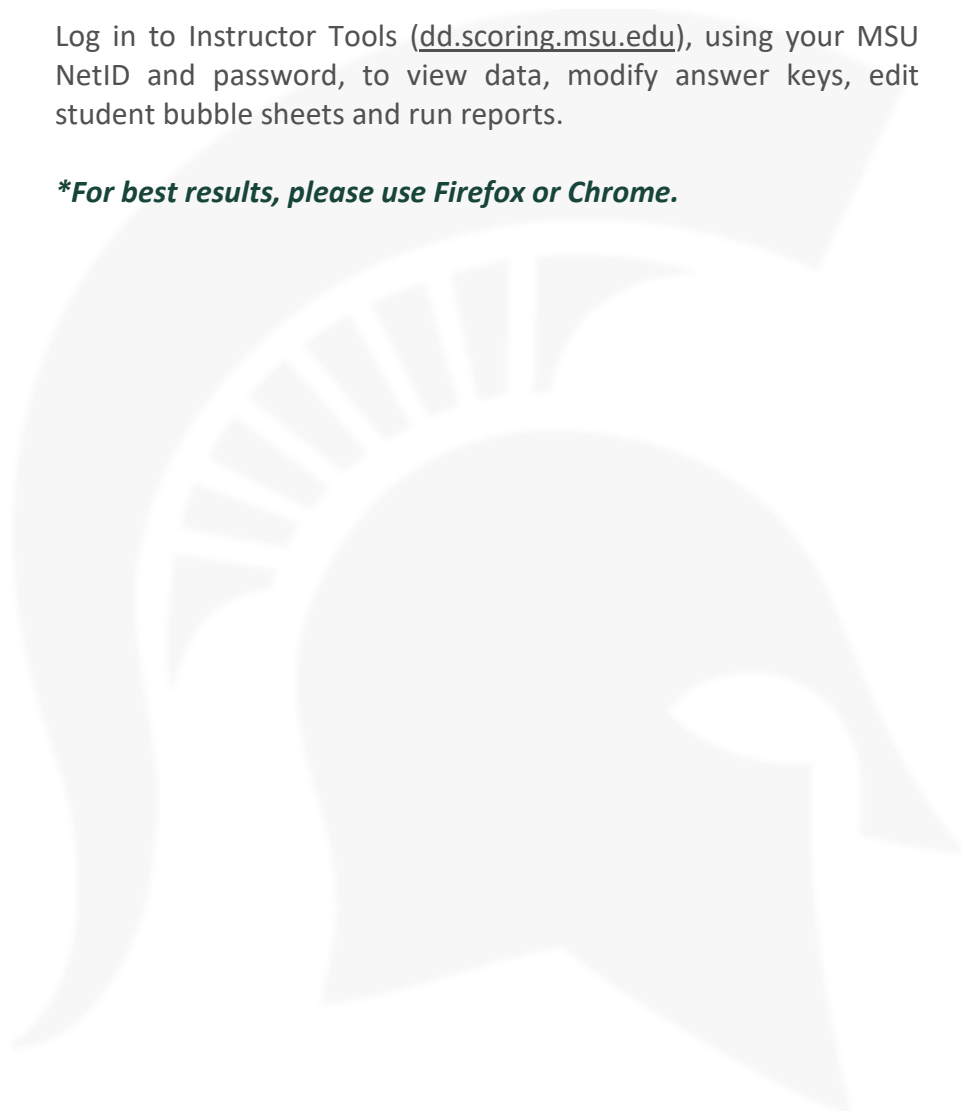
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INSTRUCTOR TOOLS GUIDEBOOK



Log in to Instructor Tools (dd.scoring.msu.edu), using your MSU NetID and password, to view data, modify answer keys, edit student bubble sheets and run reports.

****For best results, please use Firefox or Chrome.***

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DASHBOARD

Dashboard Main Function

- See your exams processed today
- See your exams processed this semester
- View system messages
- Navigate to other tabs
- Sign out

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DASHBOARD RESCORE SHEET DATA REPORTS ANSWER KEYS SIGN OUT

EXAMS PROCESSING TODAY

Exam ID	Desc.	Instructor	Course	Score Date	Status
1827	MIDTERM 3	Smith, John	COM 240	2018-08-17	✓

SYSTEM MESSAGES


EXAMS PROCESSED THIS SEMESTER

Exam ID	Desc.	Instructor	Course	Score Date	Status
1827	MIDTERM 3	Smith, John	COM 240	2018-08-17	✓
1826	EXAM 3	Smith, John	COM 240	2018-08-16	✓
1825	XM180815	Smith, John	COM 240	2018-08-15	✓
1824	STT315FE	Smith, John	COM 240	2018-08-15	✓
1823	EXAM 5	Smith, John	COM 240	2018-08-15	✓
1822	FINAL EXAM	Smith, John	COM 240	2018-08-15	✓
1821	EXAM 2	Smith, John	COM 240	2018-08-15	✓
1820	Testing key definition	Smith, John	COM 240	2018-08-14	✓
1819	XM180813	Smith, John	COM 240	2018-08-14	✓
1818	STT315X2	Smith, John	COM 240	2018-08-10	✓

RESCORE

Rescore Main Functions

- Change decimal place for reporting
- Rescore tests after making changes to answer keys or sheet data
- Add additional points to all or individual students (not associated with a question)

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SEARCH

Select your exam

Semester

[Current](#) [Previous](#) [Any](#)


Exam ID

☐ Add Bonus Points

[All](#) [Individual](#)

[Rescore Exams](#) [Reset](#)

Rescore an Exam

1. Click the RESCORE tab.
2. Select the Exam ID from the dropdown list.
HINT: If your Exam ID isn't there, click the refresh button  next to the dropdown.
3. If you have made changes to your answer key(s) and did not previously answer "Yes" to rescore your exam when prompted on the ANSWER KEYS tab, you can rescore your exam now by clicking the "Rescore Exams" button.


Add Points (Bonus)

1. To add points to an **all** students, check the "Add Bonus Points" box, enter the number of points, select "All" below, then click "Rescore Exams".
2. To add points to an **individual** student, check the "Add Bonus Points" box, enter the number of points, highlight "Individual" below, then select the student's name from the list. (*Line will highlight yellow.)
3. Click "Rescore Exams".
4. The "Reset" button clears the Exam ID to let you select and rescore another exam. (NOTE: This does not reverse any changes you have made.)

SHEET DATA

Sheet Data Main Functions

- Correct missing/incorrect student PID's
- Correct an answer on student sheets
- Select/change form type for students
- View status of sent Student Score Reports
- Correct students' missing/double bubbles
- View image of scanned student sheets
- View raw exam scores
- View errors during scanning



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SHEET SEARCH









































Exam ID

5005 - CMP 401 - TEST 2

Semester

Current Previous Any

US19

Sheet	SeqNo	Form	Name	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade	
614166	1	Form A		05-15-2019	70	61	0	0	87.14	   
614167	2	Form A		05-15-2019	70	66	0	0	94.29	   
614180	15	Form A		05-15-2019	70	66	0	0	94.29	   
614193	28	Form B		05-15-2019	70	61	0	0	87.14	   
614181	16	Form B		05-15-2019	70	64	0	0	91.43	   
614192	27	Form B		05-15-2019	70	60	0	0	85.71	   
614176	11	Form A		05-15-2019	70	60	0	0	85.71	   
614174	9	Form A		05-15-2019	70	58	0	0	82.86	   
614172	7	Form A		05-15-2019	70	63	0	0	90	   
614194	29	Form B		05-15-2019	70	61	0	0	87.14	   

Sheet	SeqNo	Error Type	Items	Action
0	0	IMAGING	Error opening or creating file	NONE
614179	14	MRK_ERROR	< 25 > -	CHECK FORM



= Student Scores Reports are in the process of sending



= Student Score Reports have been successfully sent




= Allows you to send individual Student Score Reports by student




= Open student sheet for editing


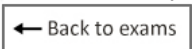
Change student multiple choice

1. Click on the SHEET DATA tab.
2. Select the Exam ID from the dropdown list. The student list/grades will render in the window.
3. Select a specific student or sheet number to edit by clicking the .
4. To correct a response, click on the appropriate question. The line will be highlighted yellow.
5. Select the correct answer bubble below.
6. Click "Update".
7. Click "Save".


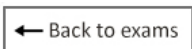
Change student non-objective *(if applicable)*

1. Click on the SHEET DATA tab.
2. Select the Exam ID from the dropdown list. The student list/grades will render in the window.
3. Select a specific student or sheet number to edit by clicking the .
4. On the right, select the "Non-Objective" tab.
5. Click on the line you want to edit and enter points below.
6. Click "Update".
7. Click "Save".

Student name or PID correction

1. Click on the SHEET DATA tab.
2. Select the Exam ID from the dropdown list. The student list/grades will render in the window.
3. Click the  of the sheet you want to edit.
4. In the SHEET RESPONSES window, click EDIT next to student's name and enter the student's information in the text boxes provided.
5. Click "Save".
6. In the Student Info pop-up, verify the information is correct and click Save.
7. Click  to return to the exam sheet data.


Select/change form type for students *(multiple answer keys)*

1. Click on the SHEET DATA tab.
2. Select the Exam ID from the dropdown list. The student list/grades will render in the window.
3. Select a specific student or sheet number to edit by clicking the .
4. Click the Key Version dropdown and select the correct Form.
5. Click "Save".
6. Click  to return to the exam sheet data.

REPORTS

Reports Main Function

- Generate and download reports by exam

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SEARCH

Exams [Graphs](#) [Downloads](#) [Errors](#)

Semester

Current Previous Any

Search by

Instructor Last, First Name

Instructor ID

Exam ID

< Select an exam >

REPORT OPTIONS

Standard Custom



☐ Combined Section Reports

☐ Generate All Reports

☐ Student Score Report

☐ Roster Report

☐ Exam Analysis

☒ Linked  ☐ Unlinked 

☐ CSV Score Export

☐ CSV Data Export

☐ Answer Key Analysis

☐ Score Graph

Run

Standard Reports

1. Click the REPORTS tab.
2. Select an Exam ID from the dropdown list.
3. On the right, click the check box to select the exam/section(s).
4. You can generate all available standard reports at once by selecting "Generate All Reports" and clicking "Run".
 - a. Or you can run individual reports by checking only those boxes.
**For combined reports, check the box "Combined Section Reports" under REPORT OPTIONS.*
5. Once reports have finished, they will appear in the "Downloads" menu item.
6. Click Downloads.
7. An "Available Reports" window will display.
8. Click "Download" to view a single report or "Download All" to view all reports.

Custom Reports


(Cumulative and D2L reports)

Separate (by section) Reports

- 1. Click the REPORTS tab.
- 2. Select an Exam ID from the dropdown list.
- 3. Under REPORT OPTIONS, click the “Custom” tab.
- 4. On the right, check **ALL** sections.
- 5. Click “Run” next to Cumulative Score Report and/or D2L Report.
- 6. Once the reports are completed, they will appear in the “Downloads” menu item on the top.
- 7. Click “Downloads”.
- 8. An "Available Reports" window will display.
- 9. Click "Download" to view a single report or “Download All” to view all reports.

Combined Reports

- 1. See steps 1-3 above.
- 2. On the right, check **ONLY** one section.
- 3. Click “Run” next to **Combined** Cumulative report and/or **Combined** D2L Report.
- 4. See steps 6-9 above.

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DASHBOARD

RESCORE

SHEET DATA

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SEARCH

Semester

Current

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Any

Search by

Instructor Last, First Name

Instructor ID

Exam ID

4831 - KIN 465 - EXAM2

REFRESH

Exams

Graphs

Downloads

Errors

Exam ID	Desc.	Instructor	Course	Section	Starts	Ends
<input checked="" type="checkbox"/> 4831	EXAM2	Smith, John	KIN 465	003-97KTY5	2019-05-02	2019-05-02
<input type="checkbox"/> 4831	EXAM2	Smith, John	KIN 465	002-97KTYR	2019-05-02	2019-05-02
<input type="checkbox"/> 4831	EXAM2	Smith, John	KIN 465	001-97KTYN	2019-05-02	2019-05-02

REPORT OPTIONS

Standard

Custom

Cumulative Score report

Run

D2L Report

Run

Combined D2L Report

Run

Combined Cumulative report

Run

ANSWER KEYS

Answer Keys Main Function

- Change an answer
- Add multiple correct answers
- Add/change item weighting
- Assign partial credit per question
- Assign bonus points

The screenshot shows the Michigan State University digitaldash INSTRUCTOR TOOLS interface. The top navigation bar includes links for DASHBOARD, RESCORE, SHEET DATA, REPORTS, and ANSWER KEYS (which is highlighted). A SIGN OUT button is in the top right. The main content area is divided into two sections. The left section, titled 'Semester' with tabs for 'Current', 'Previous', and 'Any', contains a form for selecting an exam (Exam ID), instructor details (Name, University ID, Email Address), course, sections, description, and a key form. The right section, titled 'QUESTIONS', shows a table with columns 'QTN' and 'Answer Key', and a 'Choose a key form' button. Below the main form is a 'MODIFY ITEM VALUE' section with a form for item value, a 'Reset' button, an 'Update' button, and a 'Cancel' button. The 'MODIFY ITEM VALUE' section also includes radio buttons for 'Standard', 'Partial Credit', and 'Require All', and a 'Bonus Type' dropdown with options 'Add', 'Replace', and 'None'.

Updating an answer key

1. Click on the ANSWER KEYS tab.
2. Select the Exam ID from the dropdown list.
3. Select the Key Form you want to edit from the dropdown list. The answer key will be displayed on the right.
4. Click a question in the QUESTIONS box. The Modify Item Value window will populate below with the current question settings.
5. Click the "Update" button after each modification.
6. When you are finished updating the answer key, click "Save".
7. You will be prompted to update the scoring profile. Click "Yes" to update, "No" to cancel.
8. You will be asked if you want to rescore the exams. Click "Yes" and the system will automatically rescore the exam.

HELPFUL HINTS

(Exams, Surveys, Data and SIRS forms)



- Accurately write in **AND** bubble complete PID/name fields.
- Use #2 pencil only. *Most pens no longer contain the amount of graphite needed for the Scoring Office scanners to read data. Bubble sheets completed in ink will be returned to instructors/TA's unscored, if scanner is unable to read.*
- Multiple answers bubbled on student bubble sheets will be marked wrong. *Keys may have multiple correct answers; however, students must only choose one.*
- For written/non-objective answers, students must only write in the blank area provided. Do not write in preprinted bubble sheet areas or on timing marks along edges.

Reminders

- Please align bubble sheet cut corners before turning them in to the Scoring Office.
Aligning forms in the same direction allows for more efficient scanning and faster turnaround times.
- Student bubble sheets **must** be sorted by Form Type (key), unless students mark EXACT Form Type as the answer key it is to be scored against. (*i.e. Form Type 1A is **not** the same as Form Type A.*)

Reports

(All reports can be run separately by section or combined)

- Students not enrolled will not appear on D2L Export or Cumulative Score reports, which mirror enrollment. These students will need to be added to the D2L Export before importing or manually into D2L Gradebook.
Information for these students can be found on all other reports.
- Students not enrolled in course, but have a valid PID, will still receive their Student Score Report (if/when released).

Asterisk (*) = multiple answers bubbled

Question mark (?) or **blank** = no answer bubbled



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