MICHIGAN STATE UNIVERSITY

DIGITAL DESK INSTRUCTOR TOOLS GUIDEBOOK

MSU Scoring Office
Computer Center
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East Lansing, MI 48824
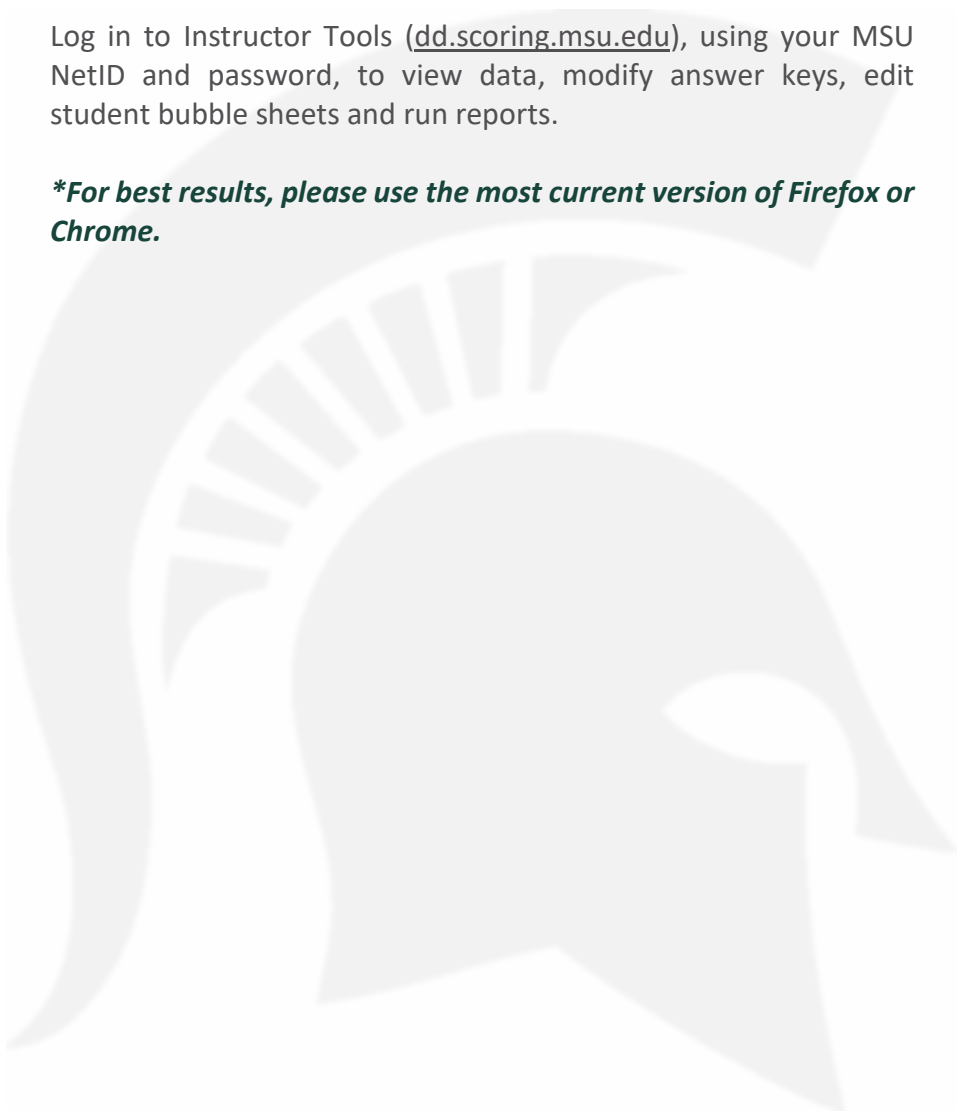Phone: (517) 355-1819
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INSTRUCTOR TOOLS GUIDEBOOK

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 the most current version of Firefox or Chrome.

TABLE OF CONTENTS

DASHBOARD

Dashboard Main Function

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

HELPFUL HINT: Click on the double arrow to expand the menu bar.

SYSTEM MESSAGES show outages or planned down time for Instructor Tools, as well as any changes in hours for the Scoring Office

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)

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.)*

5

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

 = *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*

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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.
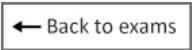6. Click "Update".
7. Click "Save".

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 ← Back to exams 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 ← Back to exams to return to the exam sheet data.

7

REPORTS

Reports Main Function

- Generate and download reports by exam
- Release Student Score Reports
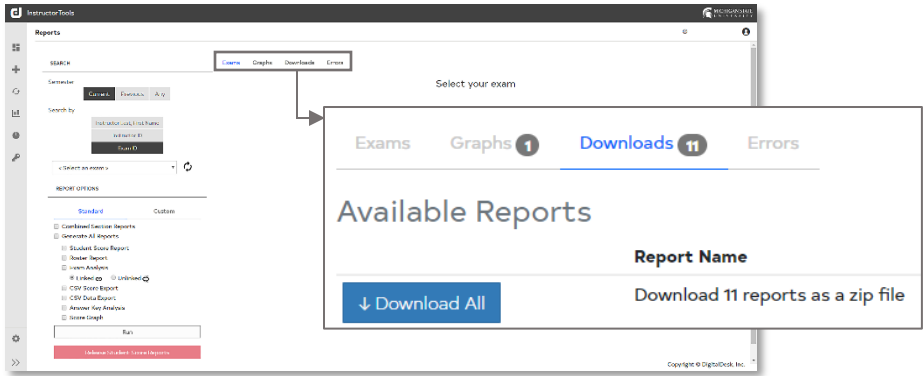
Standard Reports

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. Click the "Downloads" menu item on the top.
7. An "Available Reports" window will display.
8. 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.

Release Student Score 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 section(s) you want to release.
4. Click the red [Release Student Score Reports] button.
5. If you want to send the student scores, click "Proceed".
   Once Student Score Reports have been sent, they cannot be retracted.
6. To see if the reports are being sent, refer to SHEET DATA.

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

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.

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(Exams, Surveys, Data and SIRS forms)

NO	NO	NO	YES!

- <u>Accurately</u> write in **AND** bubble complete PID/name fields.
- <u>Use #2 pencil only</u>. *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 <u>will</u> 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. <u>Do not</u> 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 <u>EXACT</u> 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 <u>will not</u> 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

11