



**MICHIGAN STATE**  
**UNIVERSITY**

# ***DIGITAL DESK INSTRUCTOR TOOLS GUIDEBOOK***

## **MSU Scoring Office**

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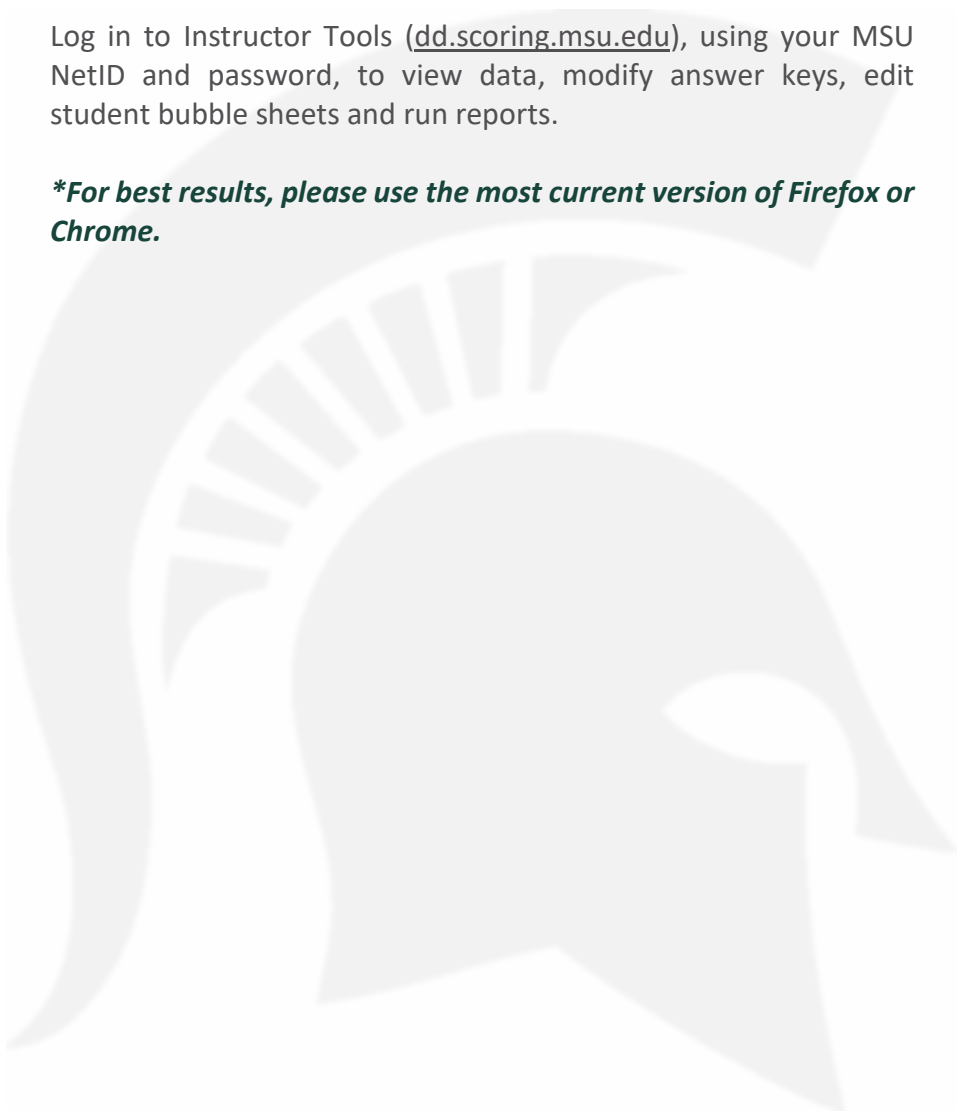
[tech.msu.edu](http://tech.msu.edu)

# INSTRUCTOR TOOLS GUIDEBOOK



Log in to Instructor Tools ([dd.scoring.msu.edu](https://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.....	4
RESCORE.....	5
Rescore an Exam .....	5
Add Points (Bonus).....	5
SHEET DATA .....	6
Change student multiple choice .....	7
Change student non-objective ( <i>if applicable</i> ).....	7
Student name or PID correction .....	7
Select/change form type for students ( <i>multiple answer keys</i> ).....	7
REPORTS.....	8
Standard Reports .....	8
Custom Reports.....	8
Separate (by section) Reports.....	8
Combined Reports .....	9
ANSWER KEYS .....	10
Updating an answer key.....	10
HELPFUL HINTS.....	11

# DASHBOARD

## Dashboard Main Function

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

**Exam Count by College**

College	Count
08	443
08.286	286
02.133	263
02	133
04.84	84
10.73	73
Others	69

**Exam Count by College**

College	Count
08	38
08.286	286
02.133	263
02	133
04.84	84
10.73	73
Others	69

**Exams Today**

Exam ID	Desc.	Instructor	Course	Score Date	Status
6633	TEST 4		GBL 323	2019-12-16	✓
6632	TEST 4		GBL 385	2019-12-16	✓
6631	EXAM 3		ANP 420	2019-12-16	✓
6630	EXAM 4		GBL 385	2019-12-16	✓
6629	FINAL		HRLR 813	2019-12-16	✓
6628	EXAM 4				

**SYSTEM MESSAGES**

**Instructor Tools Guidebook**  
copy and paste link to browser  
<https://tech.msu.edu/wp-content/uploads/2019/10/Instructor-Tools-Guidebook.pdf>

**Recommended Browsers**  
DigitalDesk recommends the browsers listed below.... If you encounter any issues accessing dd.scoring.msu.edu using any of the Supported Browser Versions listed below, please contact us (517) 355-1819. **Chrome (latest)**  
**Firefox (latest)**

**SYSTEM UPDATES scheduled**  
Instructor Tools SYSTEM UPDATES are scheduled the second Tuesday of every month between 4 pm-6 pm. Interruptions may occur during this time. Sorry for any inconvenience this may cause.

**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)

The screenshot shows the 'Rescore' interface within the 'Instructor Tools' application. At the top left, there is a search bar with a 'SEARCH' label. Below it, a 'Semester' dropdown menu is set to 'Current', with options for 'Previous' and 'Any'. An 'Exam ID' dropdown menu is present, followed by a refresh icon. Below this is an 'Add Bonus Points' section with a text input field containing '0'. Underneath are radio buttons for 'All' and 'Individual'. At the bottom of the form are two buttons: 'Rescore Exams' (highlighted in blue) and 'Reset'. On the right side of the interface, the text 'Select your exam' is displayed. The top right corner shows the 'MICHIGAN STATE UNIVERSITY' logo. The bottom right corner has the text 'Copyright © DigitalDesk, Inc.'.

## 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

Instructor Tools

MICHIGAN STATE UNIVERSITY

**Sheets**

SHEET SEARCH

Exam ID: 5291 - PSL A31 - QUIZ 2 Semester: Current Previous Any F519

Sheet	SeqNo	Form	Name	Scan Date	Max Pts	Points	Non-Obj	Bonus	Grade				
628547	54	Form A		09-13-2019	10	8	0	0	80				
628670	177	Form A		09-13-2019	10	10	0	0	100				
628676	183	Form A		09-13-2019	10	8	0	0	80				
628496	3	Form A		09-13-2019	10	10	0	0	100				
628560	67	Form A		09-13-2019	10	10	0	0	100				
628501	8	Form A		09-13-2019	10	10	0	0	100				
628639	146	Form A		09-13-2019	10	8	0	0	80				
628615	123	Form A		09-13-2019	10	10	0	0	100				
628537	44	Form A		09-13-2019	10	10	0	0	100				
628550	57	Form A		09-13-2019	10	10	0	0	100				

Sheet	SeqNo	Error Type	Items	Action	Show Resolved Errors
A0'234587	0	STUD	Student Not Found in Enrollment!	VERIFY	<input type="checkbox"/>
A12345678	0	STUD	Student Not Found in Enrollment!	VERIFY	<input type="checkbox"/>
A2'456789	0	STUD	Student Not Found in Enrollment!	VERIFY	<input type="checkbox"/>

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= 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".


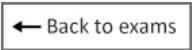
### **Change student non-objective** *(if applicable)*

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.

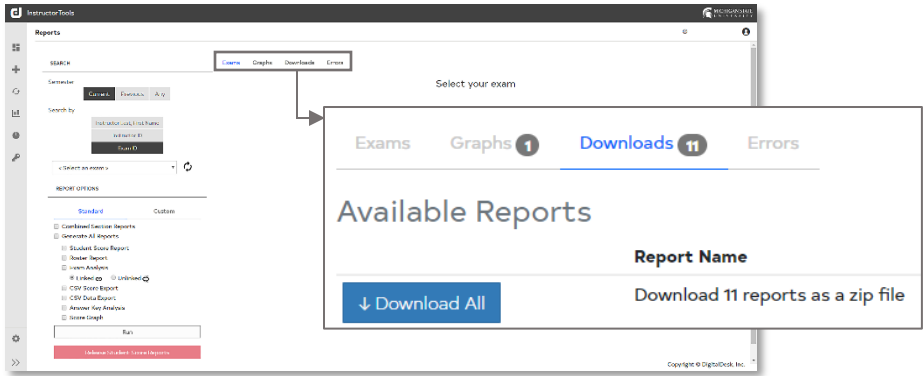
### **Select/change form type for students** *(multiple answer keys)*

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
- 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.

The screenshot shows the 'InstructorTools' interface. On the left, there is a search section with a dropdown menu set to 'Exam ID' and a search box containing '\$230 - FI 451 - EXAM 1'. Below this is the 'REPORT OPTIONS' section, where the 'Custom' tab is selected. A callout box highlights the 'REPORT OPTIONS' dialog, which shows a list of reports with 'Run' buttons next to them. The 'Custom' tab is active, and the reports listed are:

Report Type	Run Button
Cumulative Score report	Run
D2L Report	Run
Combined D2L Report	Run
Combined Cumulative report	Run
Score Distribution Report	Run
Combined Score Distribution Report	Run

In the background, a table of exams is visible:

Exam ID	Desc.	Instructor	Course	Section	Starts	Ends
<input checked="" type="checkbox"/> 5230	EXAM 1	Smith, John	FI 451	001-9/M37Y	2019-09-17	2019-09-17
<input type="checkbox"/> 5220	EXAM 1	Smith, John	FI 451	002-9/M37Z	2019-09-17	2019-09-17

## 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

The screenshot shows the 'InstructorTools' interface for managing 'Answer Keys'. The top navigation bar includes 'InstructorTools' and 'MICHIGAN STATE UNIVERSITY'. The main content area is titled 'Answer Keys' and is split into two panes. The left pane, 'MODIFY ITEM VALUE', contains several dropdown menus and input fields: 'Semester' (with tabs for 'Current', 'Previous', and 'Any'), 'Exam ID' (with a '< Select an exam >' dropdown), 'Instructor' (with fields for 'Name', 'University ID', and 'Email Address'), 'Course', 'Sections' (with a dropdown), 'Description', and 'Key Form' (with a '< Select a form >' dropdown). Below these are 'MODIFY ITEM VALUE' settings: 'Item Value' (input field), 'Standard' (radio button), 'Partial Credit' (radio button), 'And' (checkbox), 'Require All' (checkbox), 'Bonus Type' (with options 'Add', 'Replace', and 'None'), and buttons for 'Reset', 'Update', 'Cancel', and 'Save'. The right pane, 'QUESTIONS', has a 'QTN' field and an 'Answer Key' field with a 'Choose a key form' button. The bottom right corner of the interface shows 'Copyright © DigitalDesk, Inc.'.

## 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