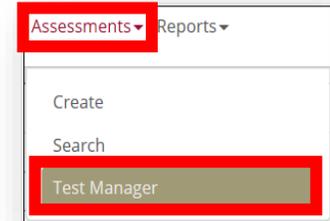


Scoring Constructed Response Items

This document will walk you through how to manually score Constructed Response (CR) items in Enhanced CTLS Assess.

Locating an Assessment to Score (Test Manager)

1. From the Assessments drop-down menu, select Test Manager.

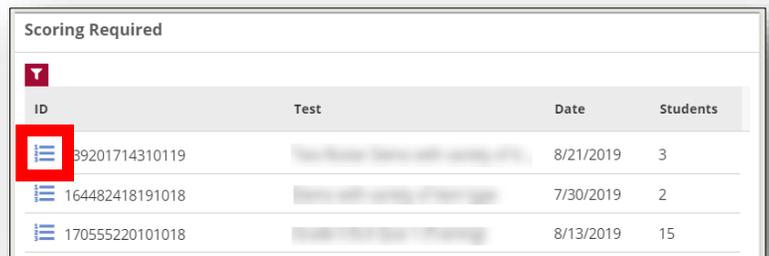


2. Locate the assessment you would like to score. Click on the Rubric Scoring icon located beside the binocular icon you used to Proctor the assessment.

12522012	Review #2	05 / Mathematics	Local School Assessment	Review	   
13213	NBT2 Quiz 1	03 / Grade 3 Math	Local School Assessment	Common	   

Locating an Assessment to Score (Homepage Widget)

1. From the Homepage of the Dashboard, scroll and locate the widget titled, "Scoring Required". Click on the Rubric Scoring icon to the left of the assessment you wish to score.

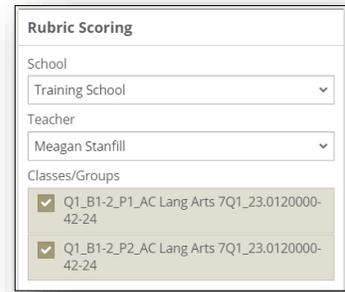


Scoring Required			
ID	Test	Date	Students
 39201714310119	...	8/21/2019	3
 164482418191018	...	7/30/2019	2
 170555220101018	...	8/13/2019	15

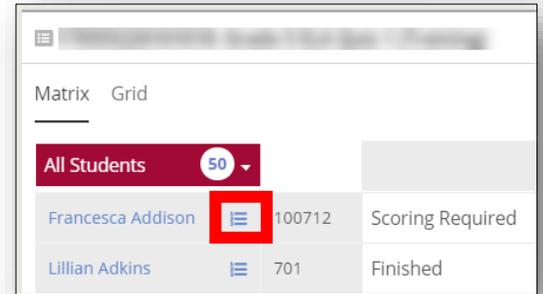
Scoring by Student

This option is ideal when students have answered multiple CR Items using the online student testing portal.

1. In the Rubric Scoring window, select the classes/groups you wish to score.

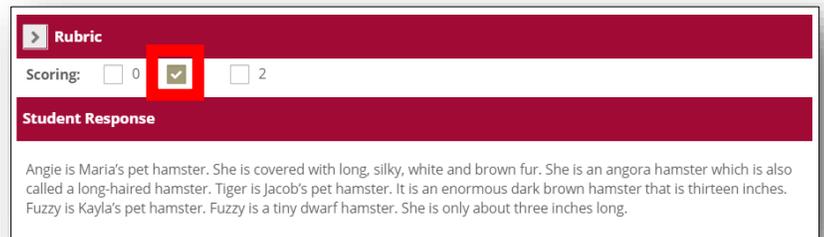


2. Click the Rubric Scoring icon to the right of the student you wish to score.

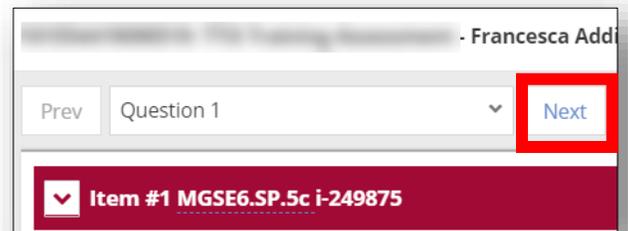


3. View the student's response on the right of the window that pops up. Click the **check-box** to the left of the appropriate score.

Note: If needed, you can view the rubric by click the caret to the left of the word Rubric.



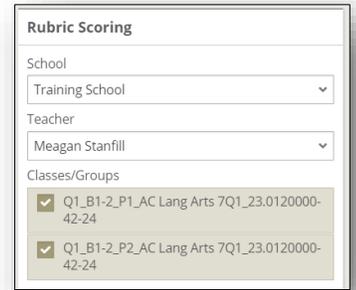
4. If there are multiple CR items needing to be scored, click the Next button in the top left of the window to navigate to the next item.



Scoring by Item

This option is ideal when students have answered only one CR Item using the online student testing portal.

1. In the Rubric Scoring window, select the classes/groups you wish to score.
2. Click the Rubric Scoring icon to the right of the item number you wish to score.



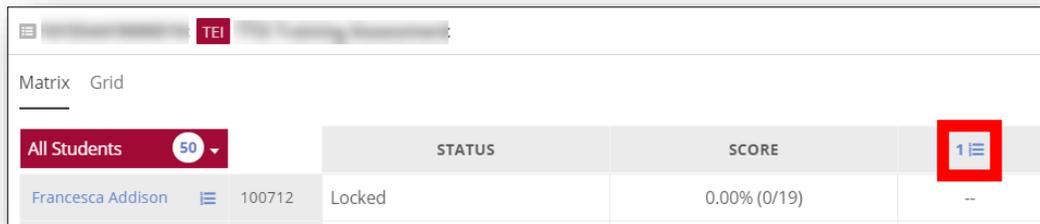
Rubric Scoring

School
Training School

Teacher
Meagan Stanfill

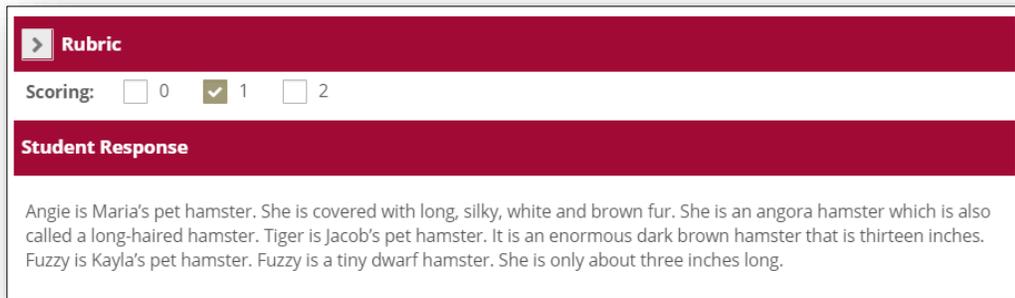
Classes/Groups

- Q1_B1-2_P1_AC Lang Arts 7Q1_23.0120000-42-24
- Q1_B1-2_P2_AC Lang Arts 7Q1_23.0120000-42-24



All Students	50	STATUS	SCORE	1 ≡
Francesca Addison	100712	Locked	0.00% (0/19)	--

3. View the student's response on the right of the window that pops up. Click the **check-box** to the left of the appropriate score.
Note: If needed, you can view the rubric by click the caret to the left of the word Rubric.



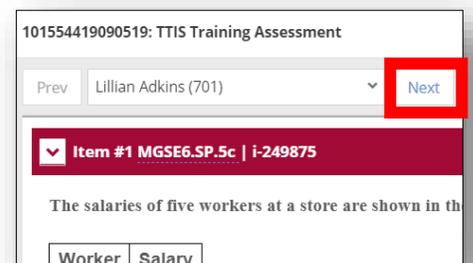
Rubric

Scoring: 0 1 2

Student Response

Angie is Maria's pet hamster. She is covered with long, silky, white and brown fur. She is an angora hamster which is also called a long-haired hamster. Tiger is Jacob's pet hamster. It is an enormous dark brown hamster that is thirteen inches. Fuzzy is Kayla's pet hamster. Fuzzy is a tiny dwarf hamster. She is only about three inches long.

4. If there are multiple students needing to be scored, click the Next button in the top left of the window to navigate to the next student.



101554419090519: TTIS Training Assessment

Prev Lillian Adkins (701) Next

Item #1 MGSE6.SP.5c | i-249875

The salaries of five workers at a store are shown in th

Worker	Salary
--------	--------

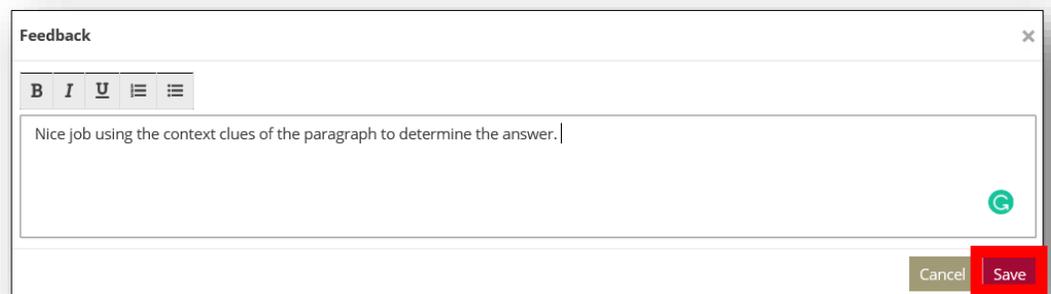
Send Student Feedback

Within the Matrix view you can provide feedback for each student. Students are then able to access that feedback by logging into the Online Student Portal and viewing the "Feedback" tab.

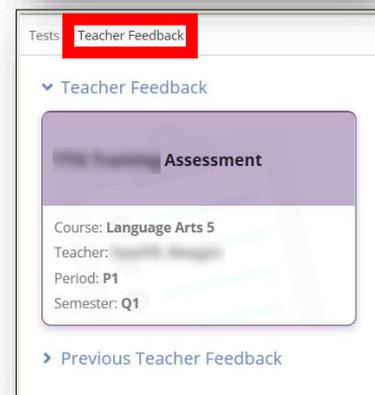
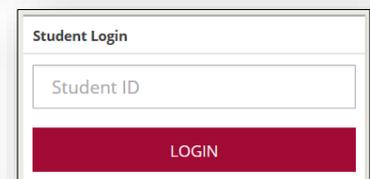
1. From the matrix view, determine whether you will score by item or by student. Once you have opened the window for either, you will see the option to add/view feedback. Click **Add/View Feedback**.



2. In the window that opens, type the feedback you'd like to send the student and click **Save**.



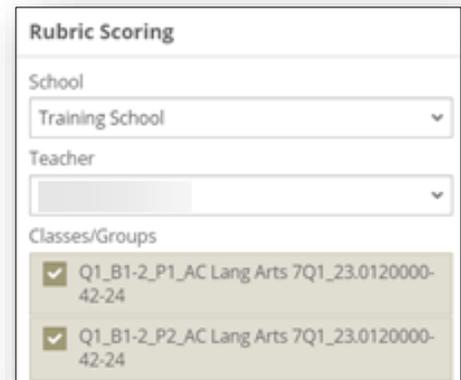
3. Once feedback has been sent, the student can log into the Online Testing Portal. There they will see a tile with the title of the assessment under the Teacher Feedback tab. Click on **Teacher Feedback** and then click on the **tile**.



Score by Roster (Grid)

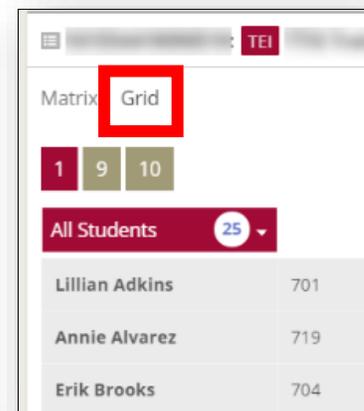
This is ideal when students have responded to CR items on paper, scores have already been tabulated by hand, and just need to be entered for each student.

1. In the Rubric Scoring window, select the classes/groups you wish to score.



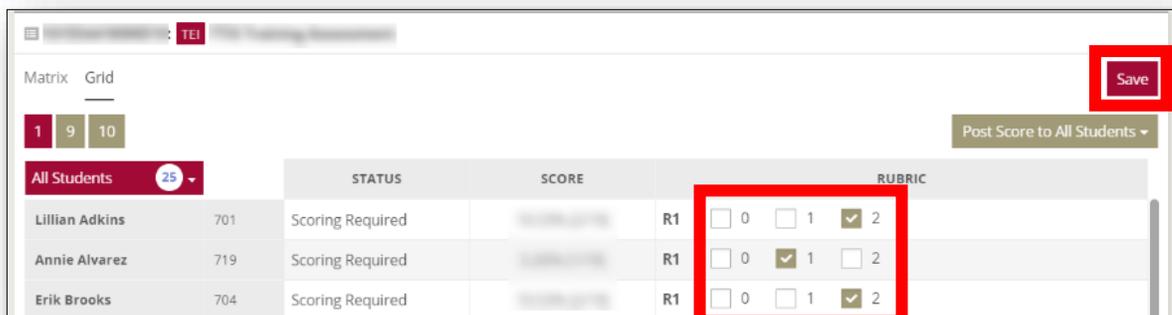
The screenshot shows the 'Rubric Scoring' interface. It includes a 'School' dropdown menu set to 'Training School', a 'Teacher' dropdown menu, and a 'Classes/Groups' section with two checked items: 'Q1_B1-2_P1_AC Lang Arts 7Q1_23.0120000-42-24' and 'Q1_B1-2_P2_AC Lang Arts 7Q1_23.0120000-42-24'.

2. Click on **Grid** to view all students in a roster view.



The screenshot shows the 'Grid' view of the rubric scoring interface. The 'Matrix' tab is selected, and the 'Grid' option is highlighted with a red box. Below the navigation tabs, there are three buttons labeled '1', '9', and '10'. A dropdown menu shows 'All Students' with a score of '25'. A list of students is displayed with their names and scores: Lillian Adkins (701), Annie Alvarez (719), and Erik Brooks (704).

3. Click the **check box** next to each student to indicate their score and click **Save**.



The screenshot shows the 'Grid' view with a table of students and their scores. The 'Save' button is highlighted with a red box. The table has columns for 'STATUS', 'SCORE', and 'RUBRIC'. The 'RUBRIC' column contains checkboxes for scores 0, 1, and 2. The 'Save' button is highlighted with a red box.

	STATUS	SCORE	RUBRIC
Lillian Adkins	701	Scoring Required	R1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2
Annie Alvarez	719	Scoring Required	R1 <input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2
Erik Brooks	704	Scoring Required	R1 <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2