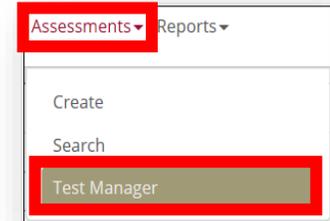# Scoring Constructed Response Items

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.

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.
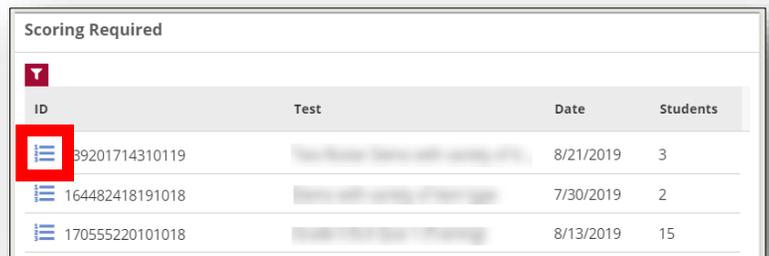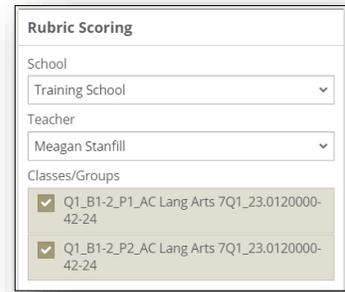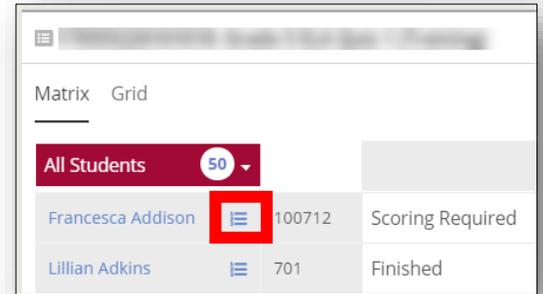
Scoring by Student

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

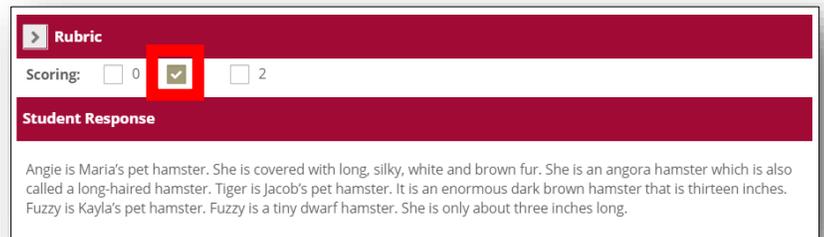1. In the Rubric Scoring window, select the classes/groups you wish to score.

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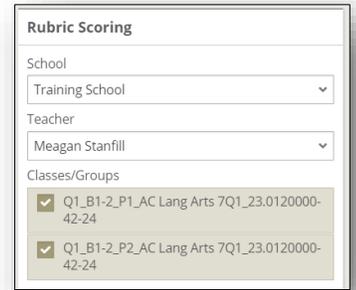*Note: If needed, you can view the rubric by click the caret to the left of the word Rubric.*

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.

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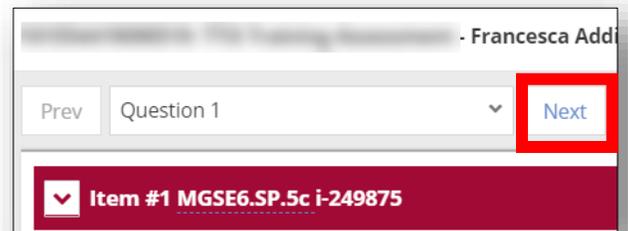
Scoring by Item

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.

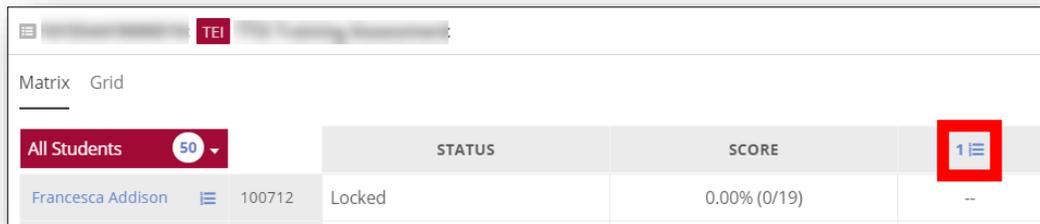2. Click the Rubric Scoring icon to the right of the item number you wish to score.

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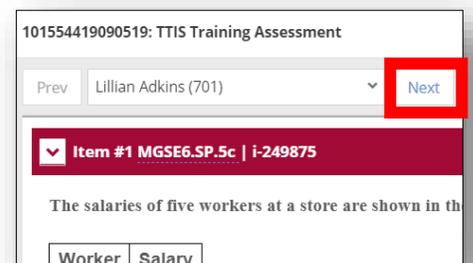   *Note: If needed, you can view the rubric by click the caret to the left of the word Rubric.*

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

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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**.
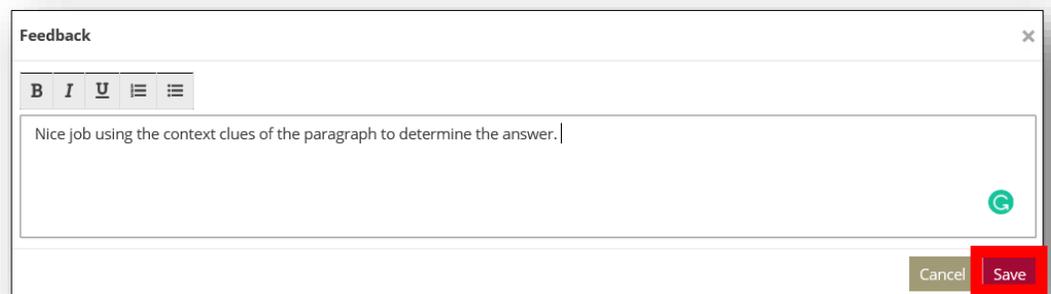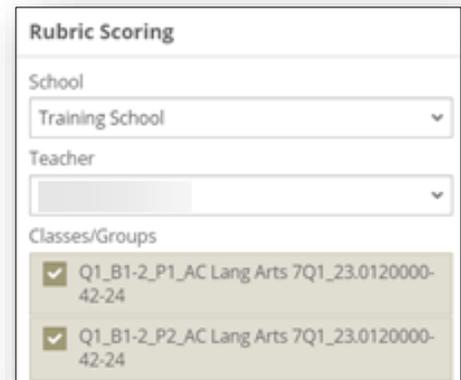

3. Once feedback has been sent, the student can log into the Online Testing Portal. There they will see a tile with the title of the assessment under the Teacher Feedback tab. Click on **Teacher Feedback** and then click on the **tile.**

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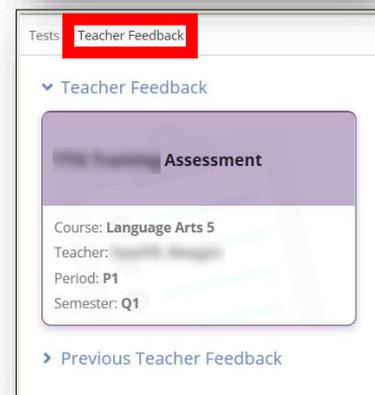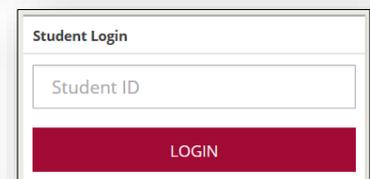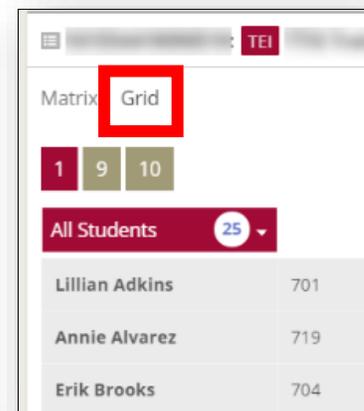
Score by Roster (Grid)

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.

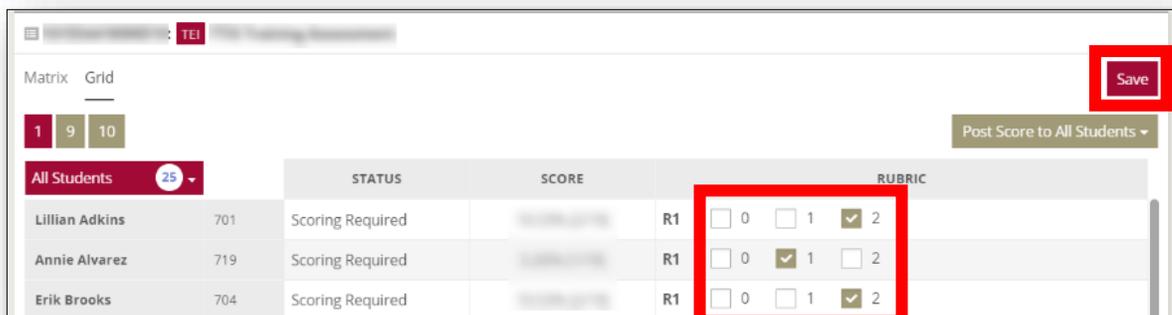1. In the Rubric Scoring window, select the classes/groups you wish to score.

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

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

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