Scoring Student Submissions

August 2014

This document is intended for restricted use only.

Infinite Campus asserts that this document contains proprietary information that would give our competitors undue advantage should they come into possession of any part or all of it. As such, this document cannot be publicly disclosed unless so ordered by a court of competent jurisdiction.

©2014 Infinite Campus, Inc. All rights reserved.

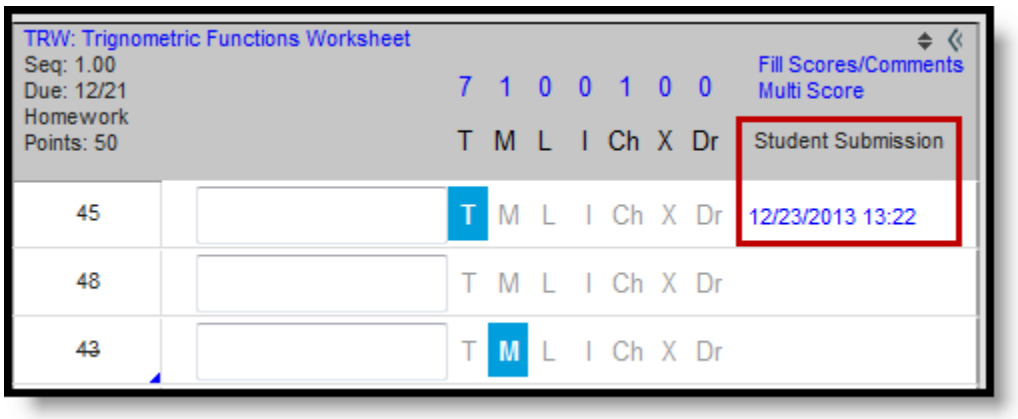
INFINITE CAMPUS and Transforming K12 Education are registered trademarks of Infinite Campus, Inc. The INFINITE CAMPUS logo is a trademark of Infinite Campus, Inc. This publication, or any part thereof, may not be reproduced or transmitted in any form or any means, electronic or mechanical, including photocopying, recording, storage in an information retrieval system, or otherwise, by anyone other than Infinite Campus, Inc. without written permission of Infinite Campus, Inc., 4321 109th Avenue NE, Blaine, MN 55449, tel. (651) 631-0000, email info@infinitecampus.com.

Scoring Student Submissions

PATH: *Campus Instruction > Grade Book > Expand Assignment > Student Submission*

If you have set up assignments to allow student submissions, students have the option of responding to an assignment through the Portal, using a text editor or file attachments. Teachers provide assignment details in the Information for Students section of the assignment, students respond through the Portal and finally teachers score the submission through the Grade Book.

The link to student work appears as a date and timestamp of when the response was submitted. Access student responses through the expanded assignment view in the Grade Book (shown below) or through the Multi Score editor.

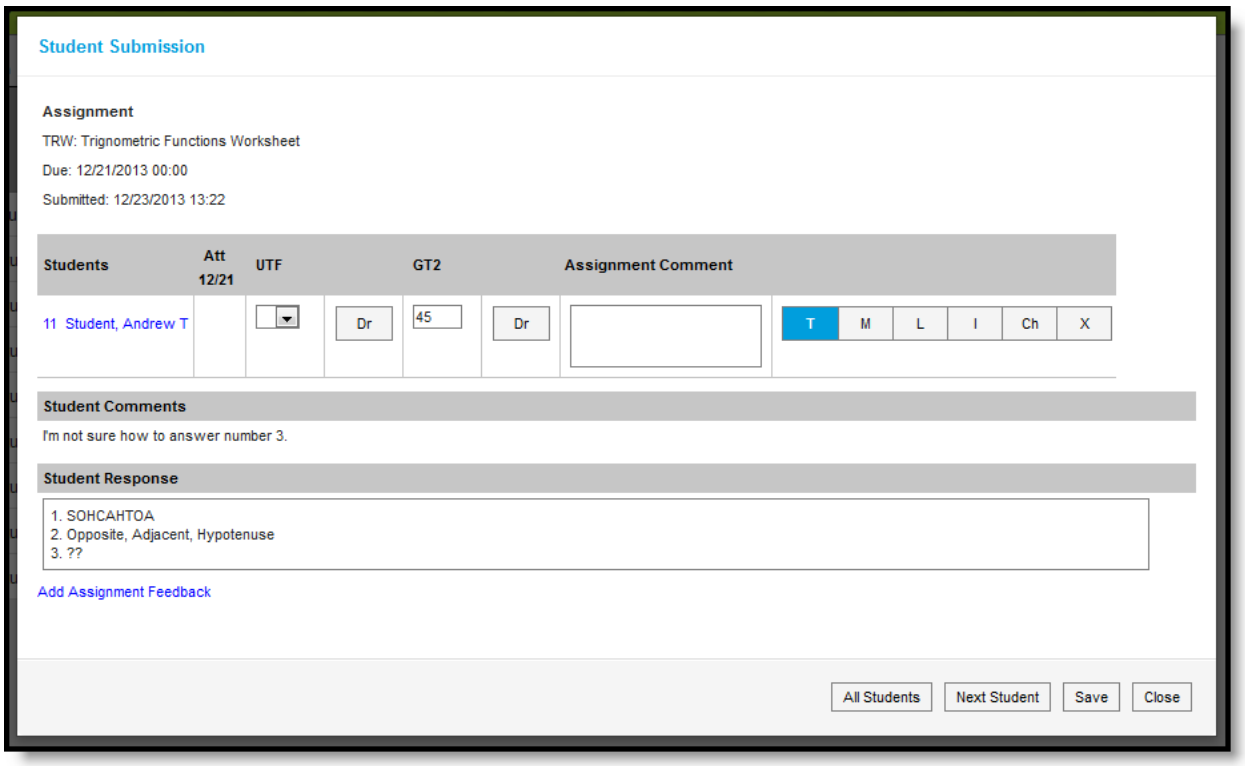


Accessing Student Submissions

The scoring editor for student submissions is similar to the view for Multi Score except that only one student appears at a time and the editor includes the student's Response and Comments. Return to the Multi Score editor using the **All Students** button at the bottom of the window.

> Mark the assignment as Turned In (**T**) prior to scoring. Marking the assignment as Turned In closes it from editing on the student end.

Transforming K12 Education®
©2014 Infinite Campus, Inc. All Rights Reserved.



Viewing a Student's Submission

The first section of the editor describes the the assignment you're scoring, including when it was due and when the student submitted their response.

In the scoring section, click the student's name to view demographic and contact information. Attendance for the due date reports in the **Att** column.

Hover over the alignments to see the full name. In the example above, the standard UTF is scored using a Rubric, To score, select the score from the dropdown list of options. In comparison, the grading task GT2 is scored using Points. To score that alignment, enter the points earned.

Enter comments and select flags for the assignment as a whole, but you can set the Dropped flag for each scoring alignment rather than for all alignments at once.

Review the student's submissions in the **Student Response** section. Any **Comments** from the student appear above. Click **Add Assignment Feedback** to respond to the student.

Click **Save** and then **Close** to return to the Grade Book or **Next Student** to view the next student submission for the assignment.

©2014 Infinite Campus, Inc. All Rights Reserved.