


How to Mark Student Submissions

Clicking on a **Submission Notification** icon  will direct you to either a specific student's submission for immediate evaluation *or* to the overall activity Submissions page, where you can begin marking unevaluated submissions or reviewing previously marked submissions within the context of a specific activity.

Submission Notifications are found within the Teacher Dashboard, the My Course List, the Course Dashboard, and within the Activity Dashboard. For detailed instructions on Accessing Student Submissions, please see the **Accessing Student Submissions** Help Guide.

The following Help Guide provides detailed instructions on:

- [Accessing the Submissions page](#); and
- [Marking Submitted Activities or Tests](#)

There are two methods of accessing student submissions within the **Activity Dashboard**.

1. To access the **Submissions** page, where all activity submissions are listed, click on the **Submissions** button, located at the top of the Activity Dashboard, directly above the Student Activity graph, and to the left of the **Test Planner** button.
2. To access a specific student's submission within the **Marking** interface, click on the **Submission Notification icon** or the Student's Name within the Recent Activity list, located on the left side of the Activity Dashboard.

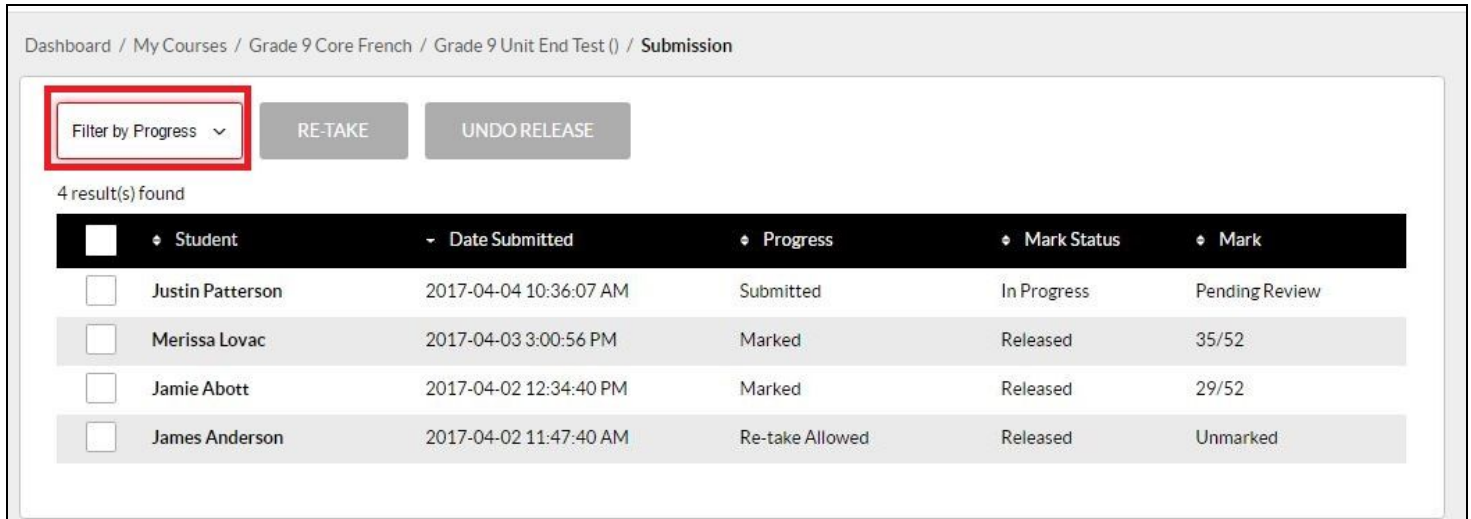
Reviewing the Submissions Page

The Submissions page details all of the student submissions within an activity. This list includes completed submissions that have already been marked, as well as recent submissions that still require teacher evaluation.

Use the Submissions page to review:

- the Student Name
- the date and time on which the activity was submitted
- the Progress or *status* of the submission. This column indicates whether the student has Start the activity, Submitted the activity, or any other pending actions
- the Mark Status; and
- the final mark or grade the student received

1. Use the **Progress Filters** to refine the Submissions page. Applying the **Submitted** Filter will update the Submissions page to display only the submissions that require your evaluation. To clear any Progress Filters, click the red **(Clear)** text link located at the top of the Submissions list.



The screenshot shows the 'Submission' page for 'Grade 9 Unit End Test ()'. At the top, there is a breadcrumb trail: 'Dashboard / My Courses / Grade 9 Core French / Grade 9 Unit End Test () / Submission'. Below this, there is a filter section with a dropdown menu labeled 'Filter by Progress' (highlighted with a red box), a 'RE-TAKE' button, and an 'UNDO RELEASE' button. Below the filter section, it says '4 result(s) found'. The main content is a table with the following columns: 'Student', 'Date Submitted', 'Progress', 'Mark Status', and 'Mark'. The table contains four rows of student submissions.

<input type="checkbox"/>	Student	Date Submitted	Progress	Mark Status	Mark
<input type="checkbox"/>	Justin Patterson	2017-04-04 10:36:07 AM	Submitted	In Progress	Pending Review
<input type="checkbox"/>	Merissa Lovac	2017-04-03 3:00:56 PM	Marked	Released	35/52
<input type="checkbox"/>	Jamie Abott	2017-04-02 12:34:40 PM	Marked	Released	29/52
<input type="checkbox"/>	James Anderson	2017-04-02 11:47:40 AM	Re-take Allowed	Released	Unmarked

Image: Applying Progress Filters to Modify Submission Page results

2. To begin marking a student submissions, click on the name of student from below the **Student** on the Submissions page. Clicking on a student name within the Submission page will direct you the **Marking interface**.
3. Once a student submission has been evaluated, the final mark will appear within the **Mark** column of the Submissions page. To review a student's overall test results and/or the student's overall performance on a completed and evaluated activity, click on the student's name from within the Submissions page.
 - Clicking on the student's name within the context of a fully evaluated submission, will direct you to the student Results Report page. This page details all activity questions and student answers, including the student's mark within each question.
4. Students can retake evaluated tests and activities. If you wish to allow a student to retake a submitted activity, select the checkbox to the left of the student name. Then, click the red **Re-Take** button located at the top of the Submissions page.

Dashboard / My Courses / Grade 9 Core French / Grade 9 Unit End Test () / Submission

Filter by Progress ▾ **RE-TAKE** **UNDO RELEASE**

4 result(s) found

<input type="checkbox"/>	Student	Date Submitted	Progress	Mark Status	Mark
<input type="checkbox"/>	Justin Patterson	2017-04-04 10:36:07 AM	Submitted	In Progress	Pending Review
<input checked="" type="checkbox"/>	Merissa Lovac	2017-04-03 3:00:56 PM	Marked	Released	35/52
<input type="checkbox"/>	Jamie Abbott	2017-04-02 12:34:40 PM	Marked	Released	29/52
<input type="checkbox"/>	James Anderson	2017-04-02 11:47:40 AM	Re-take Allowed	Released	Unmarked

Image: Issuing a Student Re-Take

- If you wish to re-mark an assignment or take back the activity results so a student can no longer review their results and teacher comments, select the checkbox to the left of the student name and then click the **Undo Release** button found at the top of the page.

Dashboard / My Courses / Grade 9 Core French / Grade 9 Unit End Test () / Submission

Filter by Progress ▾ **RE-TAKE** **UNDO RELEASE**

4 result(s) found


<input type="checkbox"/>	Student	Date Submitted	Progress	Mark Status	Mark
<input type="checkbox"/>	Justin Patterson	2017-04-04 10:36:07 AM	Submitted	In Progress	Pending Review
<input checked="" type="checkbox"/>	Merissa Lovac	2017-04-03 3:00:56 PM	Marked	Released	35/52
<input type="checkbox"/>	Jamie Abbott	2017-04-02 12:34:40 PM	Marked	Released	29/52
<input type="checkbox"/>	James Anderson	2017-04-02 11:47:40 AM	Re-take Allowed	Released	Unmarked

Image: Undoing a Result Release

Marking a Submitted Activity or Test

Subjective style questions, such as **Multiple Choice**, **Fill in the Blank**, **Matching Questions**, and **Text Passage Response Questions**, are **auto marked** within the XpressLab system. These questions will be automatically evaluated by comparing the student's answer with the correct answer selected during the activity authoring process.

Objective style questions, such as **Audio Response** and **Written Response** questions, require human review. These questions and the corresponding student response, are made available within the **Marking interface**.

1. To begin marking a student submission, click on the student name from within the table found on the **Submissions page**. Or, click on the **Student Name** or **Submission icon**  from the Recent Activity list found on the Activity dashboard.
2. The **Marking interface** is used to evaluate objective style questions. Use the **Selected Question** drop down, located in the top left corner of the Marking Interface to select the objective style question you wish to evaluate.



The screenshot shows the Marking interface with two red dropdown menus. The first dropdown, labeled 'Selected Question', is open and shows the text 'SHORT ESSAY QUESTIONS - PRODUCTIONÉCRITE #1DIREC...'. The second dropdown, labeled 'Selected Student:', shows the text 'JUSTIN PATTERSON'. Below the dropdowns, the text 'Test Instance ID: 250483' and 'Test Purpose: Grade 9 Unit End Test' is visible.

Selected Question	Selected Student:
SHORT ESSAY QUESTIONS - PRODUCTIONÉCRITE #1DIREC...	JUSTIN PATTERSON

Test Instance ID: 250483
Test Purpose: Grade 9 Unit End Test

Image: Selecting a Question to Evaluate

3. Review the **Question** prompt. Click the red **View as Test Taker** text link located next to the **Question** prompt to view the question in Student View Mode.

Short Essay Questions - Written Response Question

Question: [View as Test Taker](#)

Production écrite #1

Directives: Vous écrirez un texte construit et cohérent sur ce sujet (160 à 180 mots). Vous avez 10 minutes.

Faut-il interdire la conduite aux seniors?

Response:

Aux seniors ne devraient pas conduire des voitures au-delà d'un certain âge.
Parce que ils ne peuvent pas voir bien et ils sont dangereux.

Score:

Image: Reviewing the Question Prompt

4. Review the student **Response**. The format of the response will depend on the question type you are evaluating. **Written Response** questions display the written passage entered by the student. **Audio Response** questions display the audio recording saved by the student.

Short Essay Questions - Written Response Question

Question: [View as Test Taker](#)

Production écrite #1

Directives: Vous écrirez un texte construit et cohérent sur ce sujet (160 à 180 mots). Vous avez 10 minutes.

Faut-il interdire la conduite aux seniors?

Response:

Aux seniors ne devraient pas conduire des voitures au-delà d'un certain âge.
Parce que ils ne peuvent pas voir bien et ils sont dangereux.

Score:

Image: Reviewing a Student Response (Written Response Question Type)


Speaking Question - Audio Response Question

Question: [View as Test Taker](#)

Production Orale #1: Présenter des personnes / Décrire un lieu

- Regardez l'image. Dites-moi ce que vous voyez sur cette photo. Vous avez 5 minutes.

Response:



Score:

Image: Reviewing a Student Response (Audio Response Question Type)

- Enter a score or grade value by typing a numerical value within the **Value** field.

Short Essay Questions - Written Response Question

Question: [View as Test Taker](#)

Production écrite #1

Directives: Vous écrierez un texte construit et cohérent sur ce sujet (160 à 180 mots). Vous avez 10 minutes.

Faut-il interdire la conduite aux seniors?

Response:

Aux seniors ne devraient pas conduire des voitures au-delà d'un certain âge.
Parce que ils ne peuvent pas voir bien et ils sont dangereux.

Score:

Image: Scoring a Response

- Adding a comment within the context of each question and student response is *optional*. If you wish to provide a comment for the student, use the **Item Comment** options.
 - To leave a written comment, select the **Text Comment** option. Enter your comment in the text field.

Item Comment (optional):

☒ Text Comment ☐ Audio Comment

Image: Text Comment

- To leave an audio comment, select the **Audio Comment** option. Record your comment in the audio recording widget.

Item Comment (optional):

☐ Text Comment ☒ Audio Comment

0:00/5:00

Image: Audio Comment

7. When you have completed the evaluation of an activity question, click the red **Save** button at the bottom of the screen. **Note:** It's very important to save your marks and marking information at the end of each question review.
8. Scroll back to the top of the Marking interface and select another question to evaluate using the **Selected Question** drop down in the top left corner of the screen (see Step 2). Complete steps 3 to 7 for *each subjective style question* within the activity.
9. When you have completed marking *all* of the questions within the activity, click the red **Release Test** button located in the top right corner of the Marking interface .The red **Release Test** button will be activated once all of the questions have been evaluated. Selecting this button will release the results back to the student for view.
10. To move to another student submission, use the **Selected Student** drop down, found at the top of the Marking interface to the right of the **Selected Question** drop down. Any remaining student submissions will appear within the Selected Student drop down. Jump to another student submission by selecting another student name from within the drop down list of options.

Selected Question	Selected Student:
SHORT ESSAY QUESTIONS - PRODUCTIONÉCRITE #1DIREC... ▾	JUMP TO ANOTHER SUBMISSION: ▾
Test Instance ID: 250488 Test Purpose: Grade 9 Unit End Test	Lisa Smith

Image: Moving to another Student Submission