# HOW TO MARK SHORT/LONG ANSWER QUIZ QUESTIONS

Some Unit Coordinators like to use the MyLO *Quiz* tool for submission of Just In Time Teaching (JITT) or other preparation activities. While multiple choice, true/false and ordering/matching questions can be auto-marked, short and long answer questions will require manual marking, as shown here.

1. Click on the **Quizzes** tool.
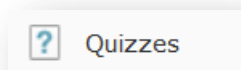
2. Locate the **Quiz** you wish to grade. Click the dropdown arrow to the right of the **Quiz** name and select the **Grade** option.
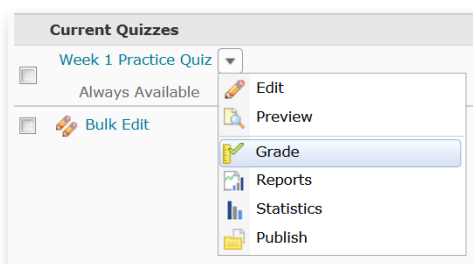
3. By default, only students that have successfully submitted a **Quiz** will be listed. You may have students who have started a **Quiz**, but for some reason have not successfully submitted it (leaving the submission as **In Progress**). Students often do not realise that this is the case. Therefore, before you start marking, we suggest that you select **All users** from the **Restrict to** dropdown list, the click on the **Search** button (magnifying glass icon, next to the **Search for** field.
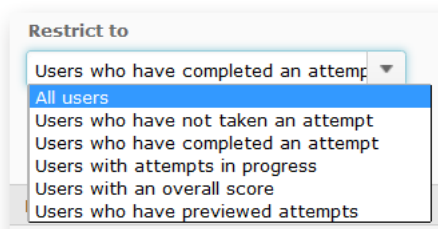
4. You can narrow down the results to only show students in a particular group. **NOTE: Groups** must have been set up by your Unit Coordinator for this to work.
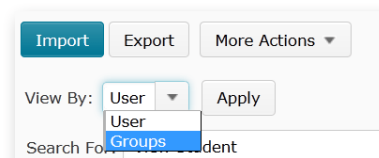
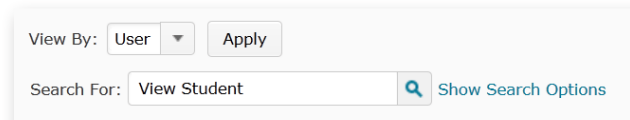   First, select **Groups** from the **View by** drop down list, then click the **Apply** button.
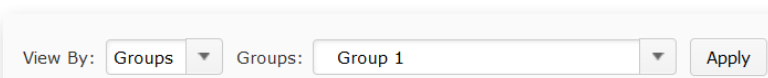
   Next, choose the appropriate **Group** (e.g. workshop or tutorial group) from the **Groups** drop down menu and click the **Apply** button.

TIP: To view the full class again, select *User* from the *View By* list and click on the *Apply* button.

HOW TO MARK SHORT/LONG ANSWER QUIZ QUESTIONS

5. Alternatively, you can choose to limit your view to a particular student. To do this, select **User** from the **View By** dropdown list (if it isn't already selected) and click **Apply**. Next, enter all (or part) of the student's name into **Search For** field, and click on the **Search** button (magnifying glass icon). You should now only see students matching your search criteria.
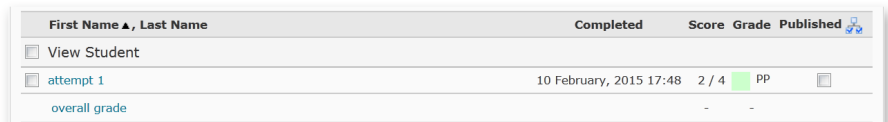
View By: User ▾ Apply

Search For: View Student 🔍 Show Search Options

TIP: To view the full class again, remove the student's name from the **Search for** field and click on the **Search** button (magnifying glass icon) again.

6. You should now see a list of all the students who fulfilled your search criteria (e.g. group members or individuals). Each student should have an **attempt 1** listed under their name, together with their current score and grade for the attempt. Click on the **attempt 1** link.
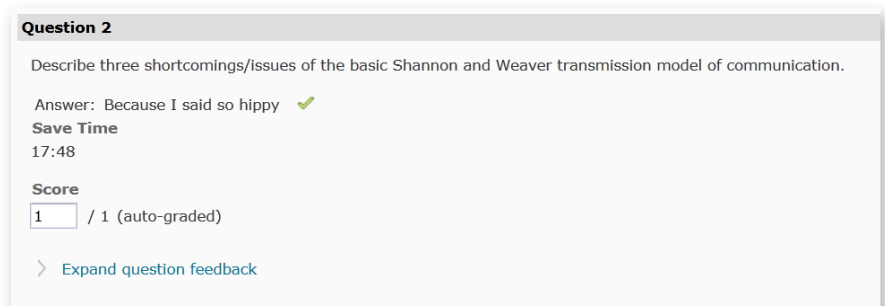
First Name ▲, Last Name	Completed	Score	Grade	Published 🔧
☐ View Student				
☐ attempt 1	10 February, 2015 17:48	2 / 4	PP	☐
overall grade		–	–	

If there is no score or grade, but you see a small icon next to **attempt 1** (as circled in the picture on the right), the student's attempt is stuck **In progress**. Follow the instructions on **Page 4** to submit the student's **Quiz** attempt, before continuing.

First Name ▲, Last Name
☐ attempt 1 (in progress 👥)
overall grade

7. You will now see the questions and the student's answers. All questions will have been auto-marked. You will need to determine whether a student was deserving of the mark allocated to them for short and long answer questions.

Scroll down until you see a short/long answer question. They will look similar to the image seen on the right. The question is displayed at the top, followed by the student's answer, then the current score (or a space for a score in a long answer question).

Question 2

Describe three shortcomings/issues of the basic Shannon and Weaver transmission model of communication.

Answer: Because I said so hippy ✔

Save Time
17:48

Score
[1] / 1 (auto-graded)

> Expand question feedback

8. If, after reviewing the

UNIVERSITY *of* TASMANIA | TASMANIAN SCHOOL OF BUSINESS AND ECONOMICS

answer, you wish to change the score, click into the score field and press ***Backspace/Delete*** on your keyboard to remove the existing score. Type in the new score (e.g. '0').

Question 2

Describe three shortcomings/issues of the basic Shannon and Weaver transmission model of communication.

Answer: Because I said so hippy ✔

Save Time
17:48

Score
0 / 1 (auto-graded)

⟩ Expand question feedback

Save and Close   Save   Cancel

9. Scroll to the bottom of the screen and click the ***Save*** button to save your work and stay on the page. Alternatively, click the ***Save and Close*** button to return to the main screen and move on to the next student.

10. When you have finished marking, you will need to decide when, how and if you wish to publish the ***Quiz*** results.

> **WARNING:** Do not publish any ***Quiz*** results until ***Grade Item*** release conditions, and ***Quiz Submission View*** settings have been configured accordingly. If you are a Tutor, please check with your Unit Coordinator regarding the procedure for ***Quizzes*** in their unit.

UNIVERSITY *of* TASMANIA | **TASMANIAN SCHOOL OF BUSINESS AND ECONOMICS**

HOW TO MARK SHORT/LONG ANSWER QUIZ QUESTIONS

WHAT DO I DO IF A STUDENT IS STUCK 'IN PROGRESS'?

You are able to submit an In Progress *Quiz* on a student's behalf. However, be aware that the date and time that you submit on behalf of the student will be recorded as the final submission time and date. Generally, this means that the *Quiz* submission will be recorded as late, as most people mark *Quizzes* after the due date has ended.

1. Click on the ***Enter Quiz as User*** icon.
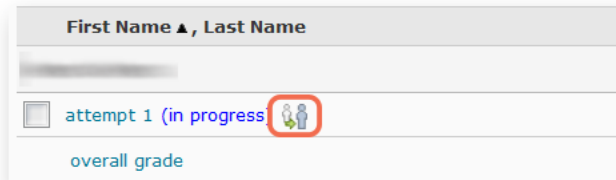
2. You will receive a ***Confirmation*** pop up message. Click ***Yes.***

3. Scroll to the bottom of the screen. Click the ***Save All Responses*** button, the click on the ***Go to Submit Quiz*** button.

4. You will be asked for confirmation one more time. Click on the ***Submit Quiz*** button.

5. The ***Quiz*** will now be submitted. You should now be able to mark the student's work as per normal (see Step 6 on Page 2).

UNIVERSITY *of* TASMANIA | TASMANIAN SCHOOL OF BUSINESS AND ECONOMICS