



Faculty
-and-
Staff

Orientation

What is ExamSoft?

- ExamSoft is an assessment program that supports exam creation, administration, delivery, scoring and analysis.
- The software provides data management tools to assess test reliability student learning outcomes and curricular management.
- Provides robust online and training support.

Exam Defaults:

- The calculator function is accessible to the students. (This function can be turned off by request.)
- Exam reviews will take place **immediately** after the exam. Students will only be able to see questions they missed. (This function can be turned off by request.)
- Exams questions are not scrambled but can be by request. Please make note if questions need to be grouped by instructor and label the exam accordingly.
- Questions can be tagged by content area (Alert the Office of Education if this is a consideration).

NEW Deadlines!

- Exams need to be uploaded to the XAM Manager at least **4 days** prior to the exam. This will give you two days to preview your exam.
- Students are given **2 business** days prior to the exam to download a password and time restricted copy.
- If no communication is received after the preview notice has been sent, the exam will be posted as is 2 business days before the exam.
- *Once an exam is posted, **no** further changes can be made to the exam.*

Before the Exam:

ExamSoft question format

Submitting and Previewing an exam

ExamSoft Question Format:

- Number each question followed by a period or parenthesis and a space
- Use Word effects (bold, underline, etc.)
- Use a., b., c. to indicate answer choices
- Indicate answers with an * **before** the letter choice
- Essay questions indicate with “Type: E” before the question number
- Save as .docx or .rtf

Multiple Choice

Format:

(type the question exactly as shown)

1. The tassel color of UF's College of Dentistry is_____.

*a. lavender

b. orange

c. blue

d. red

- *Only one possible answer per question*
- *Also use this format for T/F questions.*

Essay Format:

(type the question exactly as shown
including the word “Type.”)

Type: E 3. Describe the characteristics of a scientifically knowledgeable, biologically oriented, technically competent, socially sensitive practitioner of dental medicine using only ethical principles.

*If more than one faculty will be grading, let the Office of Education know **prior** to the exam so the exam can be edited accordingly.

Submitting Attachments and Images:

- A pdf file can be 20 MB and smaller.
- Images can be submitted as jpg, jpeg, png and gif files
 - png are best for zooming
 - resolution can not exceed 1920X1080px, 3MB
 - images are both embedded into the question and attached to the image for zooming

Only ONE image / .pdf per question.

Submitting an Exam:

- Save document as a doc, docx or rtf file
- Upload to the intranet's XAM Manager

(<https://aps.dental.ufl.edu/intranet/ZF/XamManager/Index/upload/>)

You will receive a confirmation email after uploading your exam.

How to Preview an Exam

- Email notification exam is ready to preview
- Go to ExamSoft's Web Page
(<https://www.examsoft.com/ufdental>)

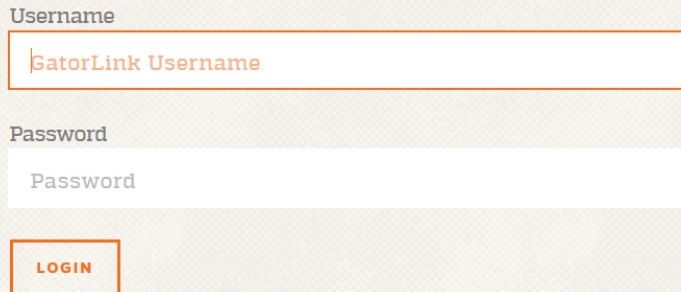
Note: Due to varying OS platforms users may view questions differently.

Log in under “Administrators/Faculty”



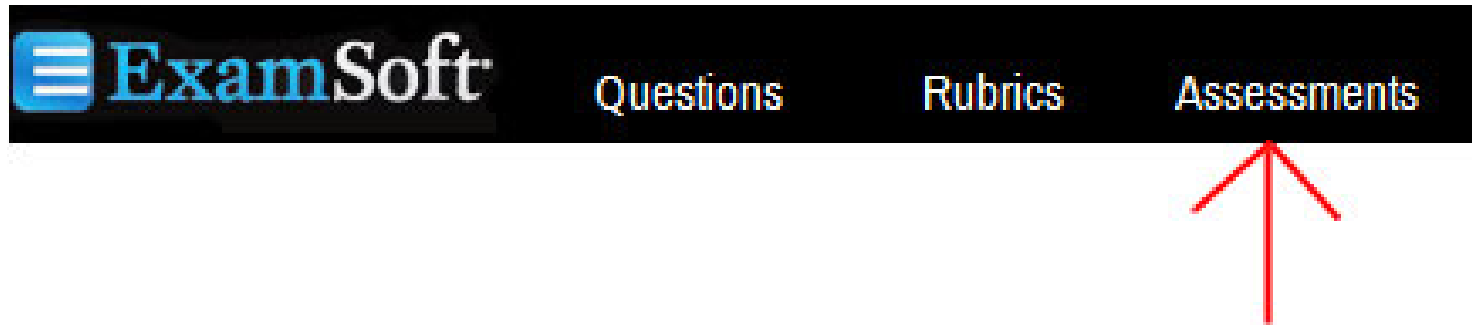
The image shows the ExamSoft login page for the University of Florida College of Engineering. At the top is the ExamSoft logo. Below it is the text "University of Florida College of Engineering". There are two main login sections. The first section is for "Exam Takers" and includes a "Login" button, a link "Login using your Examsoft Id", and buttons for "Videos", "Support", and "Info". The second section is for "Administrators / Faculty" and includes a "Login" button (which is highlighted with a red rectangle) and a link "Login using your Examsoft Id".

- Open ExamSoft using the Firefox or Chrome browser
- Click the login button under “Administrators / Faculty” and a new window will open
- Enter your Gatorlink username and password



The image shows a GatorLink login form. It has a "Username" field with the placeholder text "GatorLink Username" and a "Password" field with the placeholder text "Password". Below the fields is a "LOGIN" button.

Using the navigation bar, click “Assessments.”



From the files on the left, click on the ‘+’ beside your course name.







Assessments

 Create New Assessment


Enter ID or Name

All

Folders

	#	
 EXAMS	0	
 DEN 5100C Exams	0	
 Training	5	

Refresh Tree

 Filter: My Most Recently Revised Assessments

EXPAND RESULTS

Click directly on the year below your course name.

Assessments

 Create New Assessment

Enter ID or Name

All

Folders

#



EXAMS

0



DEN 5100C Exams

0



Training

5




2016

0

Refresh Tree

EXPAND RESULTS

 Filter: My Most Recently Revised Assessments

Click on your exam from the list on the right side of the screen.

Assessments

 Create New Assessment






Enter ID or Name

All


Folders

#













 EXAMS	0	
 DEN 5100C Exams	0	
 Training	5	
 2016	0	

Refresh Tree

 Filter: My Most Recently Revised Assessments

Previous 1 Next

Show: 10 | 25 | 50 | 100 | 250

	Assessment	Course	Status	Post	Uploads	D/L Close
	First-Draft Pilot Exam	Training	Posted	 1	4 of 4	12/05/2013 02:15 PM
	Resume Code Test - secure	Training	Posted	 1	1 of 1	11/28/2013 08:05 AM
	Resume Code Test - non-secure	-	Draft	-	-	
	Scantron Test	Training	Posted	 1	1 of 1	11/07/2013 08:10 AM
	Mock Exam	Training	Posted	 1	1 of 2	11/28/2013 04:30 PM

Previous 1 Next

5 Results

Show: 10 | 25 | 50 | 100 | 250

Select the link in the “ID/Rev” column.

First-Draft Pilot Exam


[Contents](#)
[Exam Taker Activity](#)
[Adjust Scoring](#)
[Grade Essays](#)
[Reporting/Scoring](#)

ID: 15; Posts: 1


Name: First-Draft Pilot Exam

Creator: Haskins, Christina


Folder: [Change Folder](#)
Training

Blueprint 

None of the questions selected have been assigned to a category.

Pre-Assessment Notices 

n/a


Scoring 

Maximum Points 100.0 points

☐ Default weights
☒ Assign evenly to all
☐ Assign proportionally
☐ Custom

Display Scores on Exit


☒ Percentage
☐ Raw Score

Security Options 


☒ Secure

EXPAND QUESTIONS

Questions

Stats 

Previous 1 2 Next

Order	Question Title	ID/Rev 
1	Reviews	30/1
2	New Essay-exam password	25/1
3	Essay-belongins	28/1
4	Grade Posting	27/1
5	High-stakes testing	21/2
6	If my computer freez	19/2
7	Rank the Order	28/2
8	AlbertandAlberia	24/3
9	Statement 1: I must	15/5
10	To save on bandwidth	22/4

Previous 1 2 Next

14 Results

Si

Si


Preview

Duplicate

NOTE: DO NOT select the “Preview” button

Your first exam question with answer will be displayed.

Exam password

word 

← Prev Next →

Essay Question

The exam's password will be provided_____.

Cancel Duplicate Create New Revision/Edit

- To see the next question use the navigation arrows

Images will be added both as a thumbnail in the question and attachment.

ID: 98 Rev 2; Creator: Haskins, Christina

Title: Albert-n-Alberta

Folder: Orientation

Group: n/a

Status: Approved

Categories

Add or Remove Category

n/a

Options

Weight: 1.0

Character Limit: NO LIMIT

Attachments

image001.jpg (14 KB)

Rationale

n/a

Essay Question



Who is in this picture?


- Attachments can be seen by rolling over the link or by directly clicking the attachment link.
- Attachments will open automatically for students.

Cancel

Duplicate

If you need to edit the question, click the “Create New Revision/Edit” button.

cam password

ord 

← Prev Next →

Essay Question

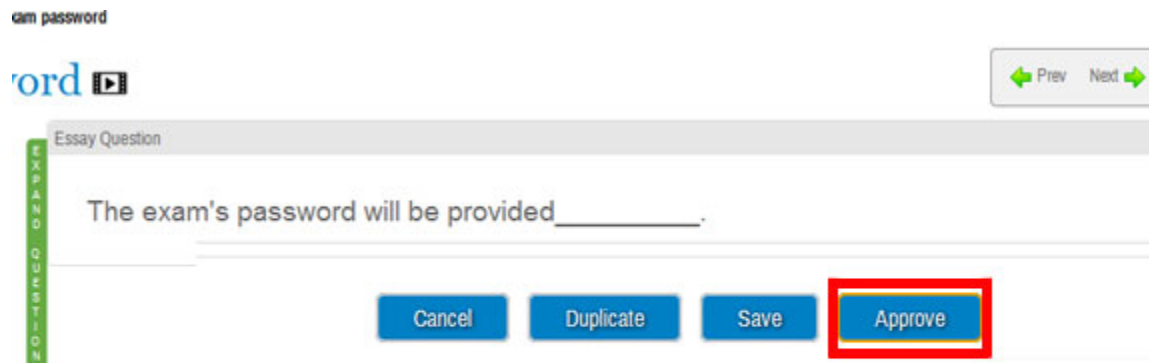
The exam's password will be provided_____.

EXPAND QUESTION

Cancel Duplicate **Create New Revision/Edit**

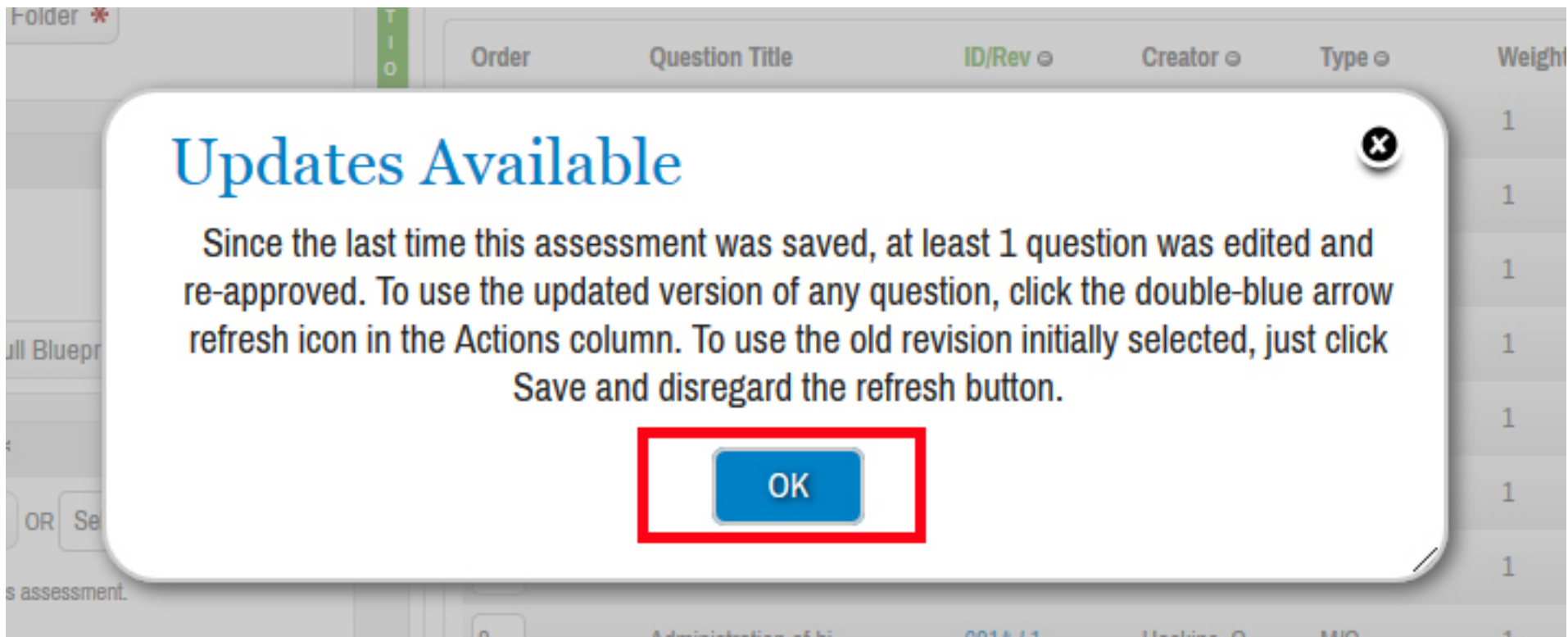
When completed click the “Approve” button.

*(**Do not click “Save.”** “Save” will put the question into draft mode and it will not be included in the exam.)*



Then close your exam question tab at the top of the screen.

- To display your updated questions, refresh your browser window.
- A new window will appear indicating there are new updates available.
- Click “OK”



The screenshot shows a web application interface with a table of questions. The table has columns: Order, Question Title, ID/Rev, Creator, Type, and Weight. A dialog box titled 'Updates Available' is overlaid on the table. The dialog box contains the following text: 'Since the last time this assessment was saved, at least 1 question was edited and re-approved. To use the updated version of any question, click the double-blue arrow refresh icon in the Actions column. To use the old revision initially selected, just click Save and disregard the refresh button.' At the bottom of the dialog box is a blue 'OK' button, which is highlighted with a red rectangular border.

Folder *

Order	Question Title	ID/Rev	Creator	Type	Weight
					1
					1
					1
					1
					1
					1
					1
					1
					1
					1

Full Bluepr

OR Se

s assessment.

Administration of hi


2014-11


Hooking G


M/O


1

- Scroll to the top of the screen and click the “Refresh Questions” button.
- This button will only be generated after you click the “Ok” button for the Updates Available window

4 - 20160404 







#


%

42


100.00

EXPAND QUESTIONS

Questions

 Add Questions to Assessment

Refresh Questions

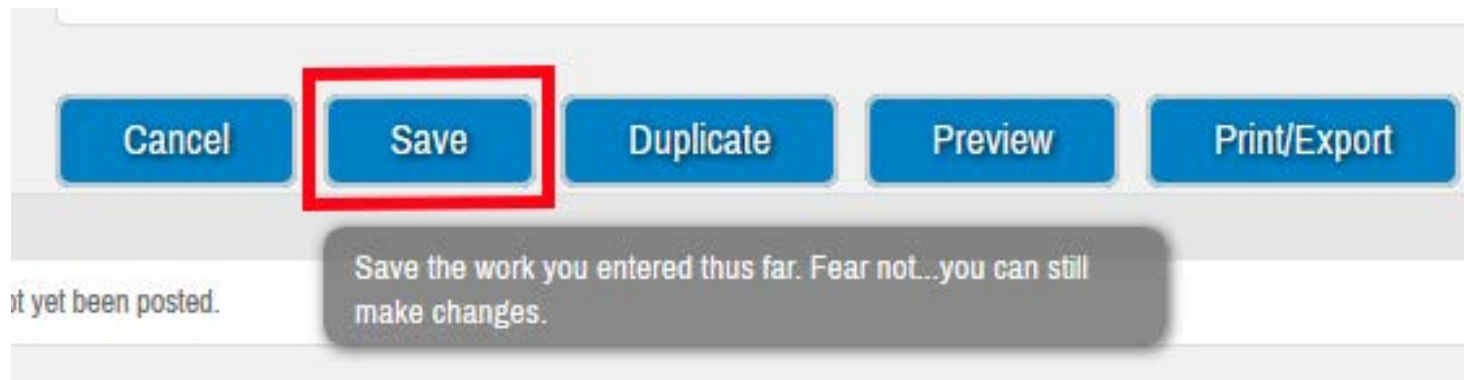
Stats 

Previous 1 Next

Order	Question Title	ID/Rev	Creator	Type	Weight
1	Reproductive Physiol	6007 / 2	Haskins, C	M/C	1
2	The fate of testoste	6008 / 1	Haskins, C	M/C	1
3	Where is the anatomi	6009 / 1	Haskins, C	M/C	1

Refresh all questions to the latest revision within this assessment. **Note:** If a question was revised after this assessment was created, the new revision will *only* be used if this Refresh button is clicked.

- Scroll to the bottom of the screen and click the “Save” to save your updates.



Exam Completed

- When done previewing, email Christina Haskins the exam is ready.

Christina will :

- post the exam (*after an exam is posted changes cannot be made*)
- 48-hours before the exam, email the students the exam is ready for downloading.

After the Exam:

Item Analysis

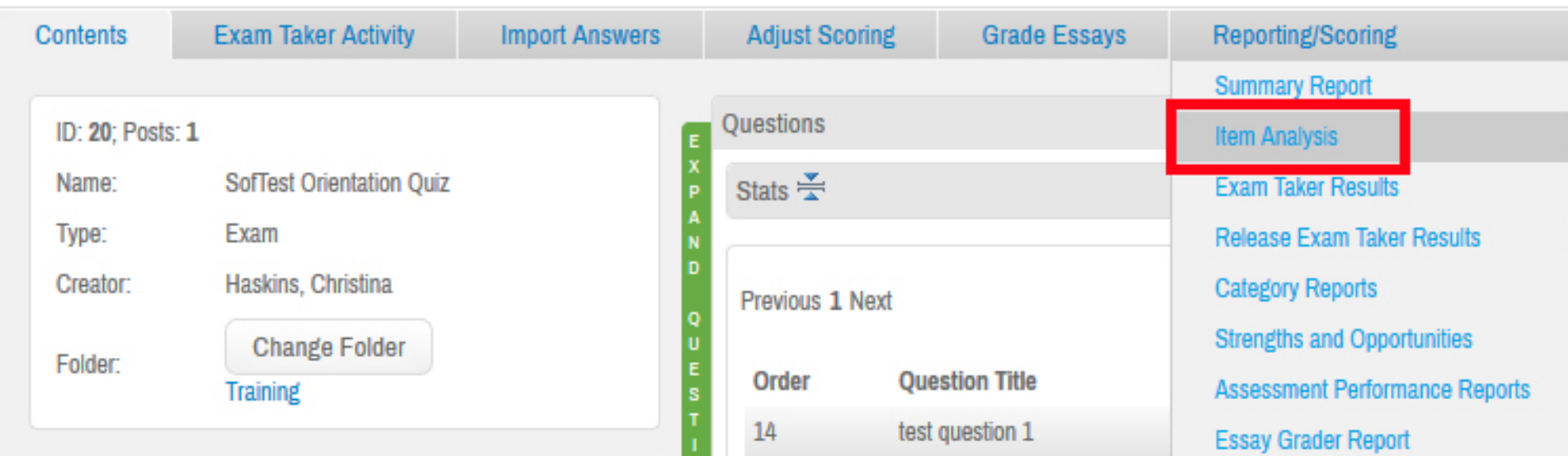
Changing the Answer Key

Grading Essay Questions

Uploading Scores to ECO

Item Analysis:

- Mouse over “Report/Scoring” and click on “Item Analysis” from the drop down menu.



The screenshot displays the ExamSoft interface with the 'Reporting/Scoring' dropdown menu open. The 'Item Analysis' option is highlighted with a red box. The interface includes a top navigation bar with tabs: Contents, Exam Taker Activity, Import Answers, Adjust Scoring, Grade Essays, and Reporting/Scoring. On the left, a sidebar shows details for 'ID: 20; Posts: 1', 'Name: SofTest Orientation Quiz', 'Type: Exam', 'Creator: Haskins, Christina', and 'Folder: Training' with a 'Change Folder' button. The main content area shows a table of questions with columns 'Order' and 'Question Title', displaying '14' and 'test question 1' respectively. A vertical green bar on the left side of the main content area is labeled 'EXPAND QUESTIONS'.

Order	Question Title
14	test question 1

Item/Question Analysis

Question Type:

Category Filter:

Include:

- ☒ Question ID/Rev
- ☒ Question Text
- ☒ Include the question title.
- ☒ Answer Choice Text
- ☒ Multiple Choice Response, Upper/Lower & Disc Index
- ☒ Performance History
- ☒ Categories
- ☒ Rationale

- The Discrimination Index shows the performance difference between the upper 27% and lower 27% of exam takers

-1.00 = more lower performers got a question correct

0 = upper and lower performed similarly

1.00 = more upper performers got a question correct

Question Analysis (Multiple Choice)

Exam Takers = 90 KR20 = 0.52 Stdev = 1.63 Mean = 12.57 (83.78%) Median = 13.00 Min = 6.00 Max = 15.00 Total Pts = 15.00

Question #	Correct Responses			Disc. Index	Point Biserial	Correct Answer	Response Frequencies (*Indicates correct answer)											Avg Answer Time
	Diff(p)	Upper	Lower				A	B	C	D	E	F	G	H	I	J	Unanswered	
2	0.97	100.00%	91.18%	0.09	48	B	1	*87	2	0	-	-	-	-	-	-	0	00:12
Question ID / Rev: 18 / 1																		
-	-	-	-	-	-	% Selected	1.11	96.67	2.22	0.00	-	-	-	-	-	-	0.00	-
-	-	-	-	-	-	Point Biserial (pbt)	0.43	0.48	-0.28	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Disc. Index	0.03	0.09	-0.06	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Upper 27%	0.00	1.00	0.00	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Lower 27%	0.03	0.91	0.06	0.00	-	-	-	-	-	-	-	-

Performance History: # Correct: 91 # Incorrect: 3 # Not Attempted: 0 Difficulty: 0.97

Q: If I've forgotten my SoftTest Password, I can find it ...

A: on the dental web page

* B: on ECO, under "My Accounts" in the "Evalsuite/SoftTest" field

C: on ECO, under "My Accounts" in the "Affiliation" field

D: on the dental intranet

Description: If I've forgotten my

Categories: CATEGORIES1IMPORTS1Imported_12032013-121211

Item/Question Analysis

Question Type:

Category Filter:

Include:

- ☒ Question ID/Rev
- ☒ Question Text
- ☒ Include the question title.
- ☒ Answer Choice Text
- ☒ Multiple Choice Response, Upper/Lower & Disc Index
- ☒ Performance History
- ☒ Categories
- ☒ Rationale

- The Point Biserial is the correlation coefficient between an exam taker's responses on an item and how the exam taker performed on the overall exam
- The closer to 1.00 the better the question

of 2

Export to the selected format

Question Analysis (Multiple Choice)

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	Diff(p)	Upper	Lower				A	B	C	D	E	F	G	H	I	J	Unanswered	
2	0.97	100.00%	91.18%	0.09	0.48	B	1	*87	2	0	-	-	-	-	-	-	0	00:12
Question ID / Rev: 18 / 1																		
-	-	-	-	-	-	% Selected	1.11	96.67	2.22	0.00	-	-	-	-	-	-	0.00	-
-	-	-	-	-	-	Point Biserial (rp)	-0.43	0.48	-0.28	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Disc. Index	-0.03	0.09	-0.06	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Upper 27%	0.00	1.00	0.00	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Lower 27%	0.03	0.91	0.06	0.00	-	-	-	-	-	-	-	-

Performance History: # Correct: 91 # Incorrect: 3 # Not Attempted: 0 Difficulty: 0.97

Q: If I've forgotten my SofTest Password, I can find it ...

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C: on ECO, under "My Accounts" in the "Affiliation" field

D: on the dental intranet

Description: If I've forgotten my

Categories: CATEGORIES1IMPORTS1Imported_12032013-121211

Item/Question Analysis

Question Type:

Category Filter:

Include:

- ☒ Question ID/Rev
- ☒ Question Text
- ☒ Include the question title.
- ☒ Answer Choice Text
- ☒ Multiple Choice Response, Upper/Lower & Disc Index
- ☒ Performance History
- ☒ Categories
- ☒ Rationale

- The difficulty index shows what proportion of the students answered a question correctly

1 of 2

Question Analysis (Multiple Choice)

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Question #	Correct Responses			Disc. Index	Point Biserial	Correct Answer	Response Frequencies (*Indicates correct answer)											Avg Answer Time
	Diff(p)	Upper	Lower				A	B	C	D	E	F	G	H	I	J	Unanswered	
2	0.97	100.00%	91.18%	0.09	0.48	B	1	*87	2	0	-	-	-	-	-	-	0	00:12
Question ID / Rev: 18 / 1							% Selected	1.11	96.67	2.22	0.00	-	-	-	-	-	0.00	-
							Point Biserial (rpb)	-0.43	0.48	-0.28	0.00	-	-	-	-	-	-	-
							Disc. Index	-0.03	0.09	-0.06	0.00	-	-	-	-	-	-	-
							Upper 27%	0.00	1.00	0.00	0.00	-	-	-	-	-	-	-
							Lower 27%	0.03	0.91	0.06	0.00	-	-	-	-	-	-	-

Performance History: # Correct: 91 # Incorrect: 3 # Not Attempted: 0 **Difficulty: 0.97**

Q: If I've forgotten my SofTest Password, I can find it ...

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D: on the dental intranet

Description: If I've forgotten my

Categories: CATEGORIES1IMPORTS1Imported_12032013-121211

Item/Question Analysis

Question Type:

Category Filter:

Include:

- ☒ Question ID/Rev
- ☒ Question Text
- ☒ Include the question title.
- ☒ Answer Choice Text
- ☒ Multiple Choice Response, Upper/Lower & Disc Index
- ☒ Performance History
- ☒ Categories
- ☒ Rationale

- From here you can check the Kuder-Richardson Formula for exam reliability
- The closer to 1.0 the more reliable an exam

of 2

Export to the selected format

Question Analysis (Multiple Choice)

Exam Takers = 90 **KR20 = 0.52** Stdev = 1.63 Mean = 12.57 (83.78%) Median = 13.00 Min = 6.00 Max = 15.00 Total Pts = 15.00

Question #	Correct Responses			Disc. Index	Point Biserial	Correct Answer	Response Frequencies (*Indicates correct answer)											Avg Answer Time
	Diff(p)	Upper	Lower				A	B	C	D	E	F	G	H	I	J	Unanswered	
2	0.97	100.00%	91.18%	0.09	0.48	B	1	*87	2	0	-	-	-	-	-	-	0	00:12
Question ID / Rev: 18 / 1																		
-	-	-	-	-	-	% Selected	1.11	96.67	2.22	0.00	-	-	-	-	-	-	0.00	-
-	-	-	-	-	-	Point Biserial (rpb)	-0.43	0.48	-0.28	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Disc. Index	-0.03	0.09	-0.06	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Upper 27%	0.00	1.00	0.00	0.00	-	-	-	-	-	-	-	-
-	-	-	-	-	-	Lower 27%	0.03	0.91	0.06	0.00	-	-	-	-	-	-	-	-

Performance History: # Correct: 91 # Incorrect: 3 # Not Attempted: 0 Difficulty: 0.97

Q: If I've forgotten my SofTest Password, I can find it ...

A: on the dental web page

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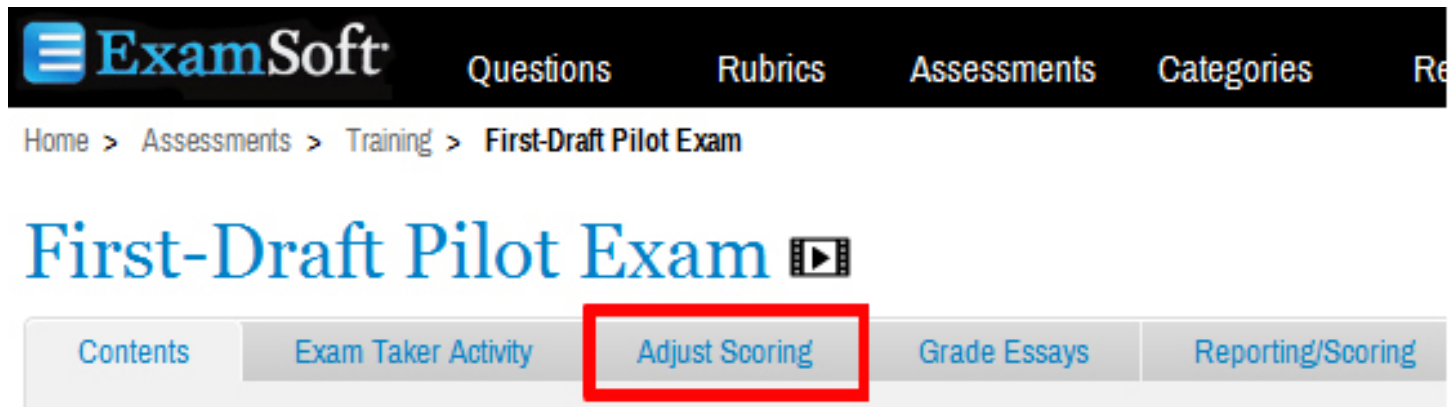
D: on the dental intranet

Description: If I've forgotten my

Categories: CATEGORIES1IMPORTS1Imported_12032013-121211

Changing the Answer Key

- From the exam's tool bar select "Adjust Scoring."



- Click the 'pencil' icon next to the answer you want to update.

Adjust Scoring

Contents

Exam Taker Activity

Adjust Scoring

Grade Essays



Reporting/Scoring






Adjust Scoring

Grade Scales

☒ Equal
 ☐ Proportional
 New Total:

Adjust Scoring


Seq	Item Text	Type	Original Answer	Adjusted Answer	Original Points	Adjusted Points	Categories	Actions
1	An exam review with SofTest will occur right after the exam.	True/False	T		7.14			
2	The exam's password will be provided_____.	Essay			7.14			
3	Personal belongings such as cell phones, tablets, backpacks must be stored...	Essay			7.14			
4	According to the UF College of Dentistry Student Handbook, my exam grade will be posted on ECO within...	M/C	D		7.14			
5	High-stakes testing will take place in two rooms, how will I know which room I am assigned to for the day of the exam.	M/C	A		7.14	Imported_12032013		

- Click the box(es) next to the answer(s) you will accept as correct.

Adjust Question

← Prev Next →

According to the UF College of Dentistry Student Handbook, my exam grade will be posted on ECO within...

Question 

ID/Rev: 27 / 1

Type: M/C

Folder: First-Draft Pilot Questions

Original Weight: 7.14

Adjusted Weight:


Scoring Options: Original Answer



Adjust Category



Seq Answer Choice

Original Answer Adj Answer 

a) 2 days

☐
☐

b) 5 days

☐
☐



c) 1 week

☐
☐


d) 2 weeks

☒
☐

Adjust Question

 Prev Next 

According to the UF College of Dentistry Student Handbook, my exam grade will be posted on ECO within...

Question 

ID/Rev: 27 / 1

Type: M/C

Folder: First-Draft Pilot Questions

Original Weight: 7.14

Adjusted Weight:

Scoring Options


Original Answer



Adjust Category



Seq Answer Choice

Original Answer Adj Answer 

a) 2 days

☐
☐

b) 5 days

☐
☐

c) 1 week

☐
☐

d) 2 weeks

☒
☐

- Original Answer
- Accept Adjusted Answer
- Accept Any Adjusted Answer
- Give Full Credit to All Exam Takers
- Throw Out Question
- ☒ Bonus Question


From the “Scoring Options” you can:

- Bonus Question

Adjust Question

[< Prev](#) [Next >](#)

According to the UF College of Dentistry Student Handbook, my exam grade will be posted on ECO within...

Question 

ID/Rev: 27 / 1

Type: M/C

Folder: First-Draft Pilot Questions

Original Weight: 7.14

Adjusted Weight:

Scoring Options

Original Answer



Adjust Category



Seq Answer Choice

Original Answer Adj Answer 

a) 2 days

☐
☐

b) 5 days

☐
☐

c) 1 week

☐
☐

d) 2 weeks

☒
☐

- Original Answer
- Accept Adjusted Answer
- Accept Any Adjusted Answer
- Give Full Credit to All Exam Takers**
- Throw Out Question**
- ☐ Bonus Question

From the "Scoring Options" you can:

- Bonus Question
- Give full credit to all exam takers
- Throw out a question

- Click “Update” to change the answer key.

Adjust Question

← Prev Next →

According to the UF College of Dentistry Student Handbook, my exam grade will be posted on ECO within...

Question

ID/Rev: 27 / 1

Type: M/C

Folder: First-Draft Pilot Questions

Original Weight: 7.14

Adjusted Weight:

Scoring Options:

Original Answer

Adjust Category

Seq Answer Choice

Original Answer Adj Answer

a) 2 days

☐
☐

b) 5 days

☐
☐

c) 1 week

☐
☐

d) 2 weeks

☒
☐

Close

Update

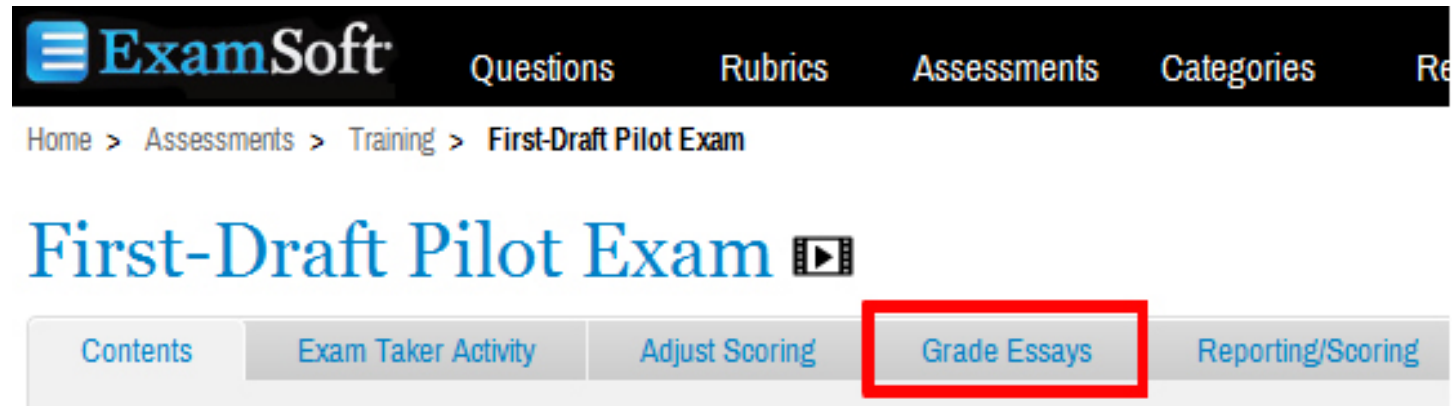
Rationale

Internal Comments

- The exam scores are automatically updated.

Grading Essays

- From the exam's tool bar select “Grade Essays”



- Click the “Manage Settings / Grade” button

Contents
Exam Taker Activity
Import Answers
Adjust Scoring
Grade Essays
Reporting/Scoring


Grading Setup

Question	Max Points	Grading Type	Actions
Question #33	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #32	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #31	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #30	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #29	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #28	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #27	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Question #26	1	<input checked="" type="radio"/> Points <input type="radio"/> Rubrics	Manage Settings/Grade
Objective Question Points	25		
Total Assessment Points	33		

- Click “Grade Question” to start grading
-or-
Click “View Grading” to see the grading progression if you have multiple graders
- If several faculty will be grading their contributed essay question(s) make note of this on your exam before submitting it to the XAM Manager

Basic Grading

Advanced Grading Assignments

Grade Question

Manage Grading

Grading Progress

Avg Score

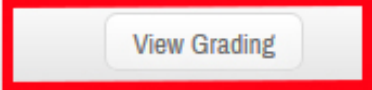
Available Points

Actions

1%

1

1

View Grading


[illegible]

- The student's answer will display in the box on the left
- Award the points earned in the box on the right
- Save when complete

QUESTION # 26 ☐ Grade This Question Only [Hide Question](#)

Extra Credit Question

ANSWER

 Spacing: ☒ Single ☐ 1.5 ☐ Double

600

[Prev Exam Taker](#) [Print Essay](#) [Next Question](#) [Next Exam Taker](#)

Student Name

Score: 0.00 /1.0

Overall Comments

[Save](#)

- You can advance to the next question for the same student by clicking “Next Question”
-or-
- Grade the next exam taker for the same question by clicking “Next Exam Taker”

Exam Name

Exam Takers

Exam Taker Name or ID

Search

Overall Grading Progress: 13% Complete

QUESTION # 26 ☐ Grade This Question Only

[Hide Question](#)

Extra Credit Question

ANSWER



Spacing: ☒ Single ☐ 1.5 ☐ Double

600

Student Name

Score:

0.00 /1.0

Overall Comments

Save

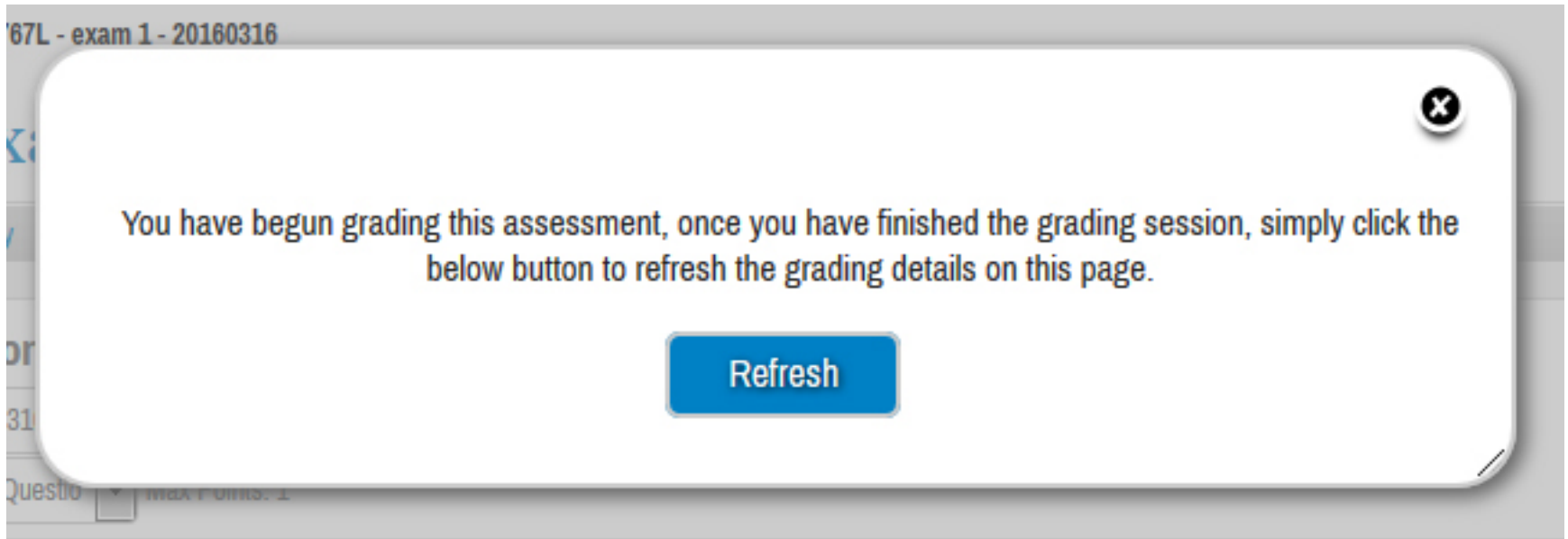
Prev Exam Taker

Print Essay

Next Question

Next Exam Taker

- Close the Essay Scoring window when you're finished
- From the main ExamSoft page you will be asked to refresh
- Do this to save your essay grading



- Exam essay answers can be printed in a batch file for grading
- Essay answers cannot be separated from multiple choice responses in the same exam. **Both will be printed**
- Start the process by selecting the *Strengths and Opportunities* under the “Grade/Scoring” tab



- Select all of the students and scroll to the bottom of the page and click “Next”
- From the next page, select the Result Settings
 - Recommended settings
 - Scores – Display points*
 - Assessment – Question Text and Essay Responses*
 - Exam Taker Specific Info – Exam Taker Name*
- Scroll the bottom and click “Next”

Strengths and Opportunities

Step 2: Set Result Settings

☐ Category Performance

- ☐ Question Categories
- ☐ Category Full Path
- ☐ Number of Questions per Category

Scores

- ☐ Display Score
 - ☐ Letter Grade
 - ☐ Percentage
- ☒ Display Points
- ☐ Average Score

Assessment

- ☐ Question Title
- ☒ Question Text
- ☐ Answer Choice Text
- ☐ Answer Key
- ☒ Essay Responses

Exam Taker Specific Info

- ☒ Exam Taker Name
- ☐ Exam Taker Answers
- ☐ Wrong Question Only
- ☐ Actual Question Sequence

Statistics

- ☐ Statistics (Mean, Median, Std Dev)
- ☐ Rank
- ☐ Percentile Rank

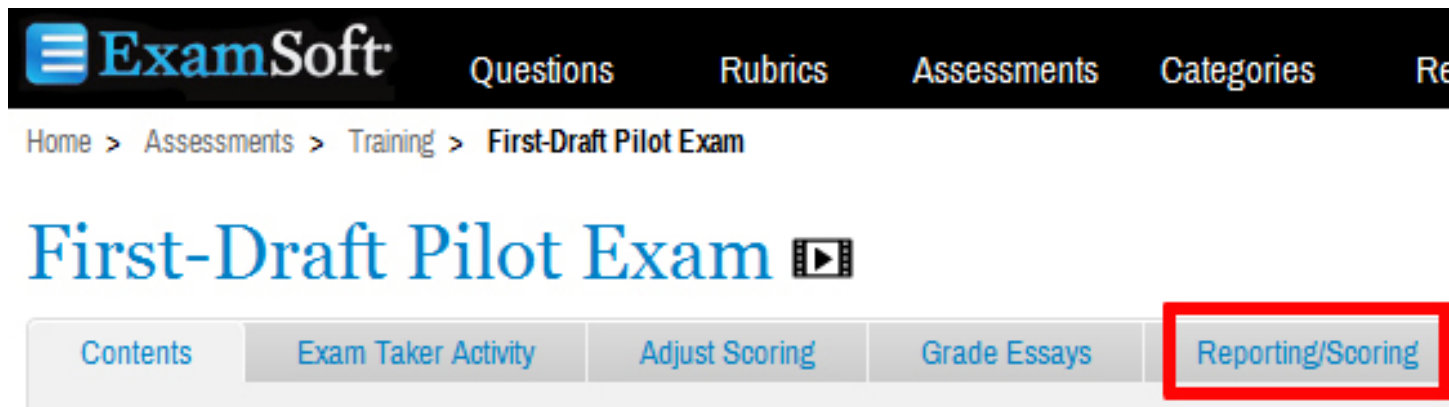
- A .pdf will generate, and it will display the student's name at the top of the report and their answers below.

27	Question here
A: Student's answer here	

- **NOTE:** Points awarded to essay answers will still need adding to the ExamSoft assessment AND the ECO gradebook if graded on paper

Downloading Scores

- From the exam's tool bar select "Reporting/Scoring."



- Select “Exam Taker Results” from the drop down menu.

Exam Reports

Contents	Exam Taker Activity	Adjust Scoring	Grade Essays	Reporting/Scoring
<h3>Assessment Reports</h3> <p>For Faculty</p> <ul style="list-style-type: none">• Summary Report <i>Colorful and attractive end-of-assessment report provides a clean summary from learning outcomes.</i>• Category Analysis <i>Learning outcomes performance breakdown</i>• Item/Question Analysis <i>Take an in-depth look at each question and its performance.</i>				Summary Report
				Item Analysis
				Exam Taker Results
				Category Reports
				Release Results
				Assessment Performance
				Essay Grader Report

- Create a report by selecting how you want the scores displayed in ECO, and click “View Report”

NOTE: Percent and Score (# points) reflect all exam answers. Raw scores **only show** M/C and T/F

Assessments ET Report

[Contents](#) [Exam Taker Activity](#) [Import Answers](#) [Adjust Scoring](#) [Grade Essays](#)

Exam Taker Results

General Info

- ☐ Exam Taker Name
- ☐ Email
- ☐ Assessment Name
- ☐ Assessment ID
- ☐ Course

Responses

- ☐ Responses Selected
 - ☐ Answer Key in First Row
 - ☐ Question ID/Rev
 - ☐ Essay Responses
 - ☐ Only Show Essays
 - ☐ Essay Grader Feedback

Scores


- ☒ Score (# points)
- ☐ Letter Grade
- ☒ Percentage Score
- ☐ Raw Score (# correct)
- ☐ Rank
- ☐ Percentile Rank
- ☐ Scoring Adjustments

Other

- ☐ Categories
 - ☐ Category Full Path
 - ☐ Percentage Correct
- ☐ Import Date
- ☐ Exam Taker Group
- ☐ Rationale












[Histograms](#) [View Report](#)





- A report will be created in ExamSoft like the one below.



StudentID	%	Raw
23170800	100.00	11
52184440	85.72	9
96401080	92.88	10

- To export the scores, click the .csv icon and save them to your desktop
- If you open the file, remember to save it as a .csv file. It will by default try to save it as a .txt, which cannot be uploaded to ECO.

Exam 1 Pts. 100 Wt. 26.97 %    	Exam 2 Pts. 100 Wt. 24.72 %   	Exam 3 Pts. 100 Wt. 0 %    
--	--	--
--	--	--
--	--	--
--	--	--
--	--	--
--	--	--
--	--	--
--	--	--

- Open your ECO Grade Book
- Select the  icon in the grade book column
- If there isn't an  icon, click the  and the  will appear.

- Locate the .csv file on your desktop by clicking “Browse”

- Click “Upload” to load scores into ECO

Upload Score File

Choose a file to Upload: No file selected.

Directions:

1. Files must be plain text in Comma Separated Value (.csv) format, with each score on its own line.
2. You have two options for formatting your .csv file:
 - A single column of scores, in the same order as the Grade Book, **OR**
 - A two-column file, with the student's UFID in the first column and their score in the second column.

The two-column score upload is the preferred method. Enrollment or name changes mid-course can be handled by the two-column upload.

Upload Score File























Choose a file to Upload: No file selected.

Directions:

1. Files must be plain text in Comma Separated Value (.csv) format, with each score on its own line.
2. You have two options for formatting your .csv file:
 - A single column of scores, in the same order as the Grade Book, **OR**
 - A two-column file, with the student's UFID in the first column and their score in the second column.

The two-column score upload is the preferred method. Enrollment or name changes mid-course can be handled by the two-column upload.

- Your scores will automatically populate in ECO
- Click “Save Grade Book” to save your changes

<div>Save Grade Book Refresh Export Grade Book Add Column Delete Column</div>						
Exam 1 Pts. 100 Wt. 26.97 %    	Exam 2 Pts. 100 Wt. 24.72 %   	Exam 3 Pts. 100 Wt. 0 %    	Exam 3 Extra Credit Pts. 4 Wt. 0 %   	Exam 3 Total Pts. 100 Wt. 28.09 %  	Exam 4 Pts. 100 Wt. 20.22 %    	Total points Pts. 100 Wt. 0 %  

Note: To make the score visible to the students click the “lock” icon. It will become a “key” allowing students to see only their score.

Questions?

