

Checking Individual Assessment Log

Gradebook -> Class Grades -> Userid -> Select Unit -> Load -> Click assessment grade

Note: If it shows up as "student has not viewed..." then that means they disconnected or discontinued the assessment. If it shows the question but no answer (blank) then the student has viewed the question. You can also view the start/end time at the top but there is no breakdown of how long spent on each question.

Adding an Additional Attempt

Proctor Tools -> Userid -> Select Assignment -> Start/Re-enter -> Select checkbox next to student name -> Authorize

Note: Must wait until all attempts are used before adding an additional. Works just like LEARN in that respect.

Adding Additional Time (AAS Accommodation)

Proctor Tools -> Userid -> Select Assignment -> Start/Re-enter -> Grant additional time (MUST BE INTEGER VALUE) -> Select checkbox next to student name -> Authorize

*Note: Even though it says they have "Permission" to "Start" the assessment the date restriction overrides everything. i.e. they won't be able to access it until the start date/time. This is also true for adding additional attempts, you must extend the deadline if the attempt is outside of the available dates. Must do this process for every assessment/student. There is a way to bulk process students however it requires importing an excel file and gets **very** complicated if student's have varying levels of time extensions. Suggested to just do students one at a time if you have few students.*

Proctor Tool Explanation

UWaterloo explanation

<https://uwaterloo.ca/mobius-help/instructors/special-access-using-proctor-tools>

Mobius explanation of permissions – detailed

<https://digitaled.com/support/help/instructor/Content/INST-PROCTORS/Proctor-Tools.htm>

Note: In most cases there is no reason to use "Grade"/"Re-open if already graded" options.

Regrades

<https://digitaled.com/support/help/instructor/Content/INST-GRADING/REGRADING/Regrade-assignment.htm>

Content Repository -> Change question in quiz -> Make current version -> Gradebook -> Class Grades -> Select Unit -> Pick student log with that question -> Regrade button (2nd on the right) -> Check box under Current Revision -> Select All -> Submit Grades -> Increased Grades only or ALL (decreases as well)

Regrade incompatibility issues:

- **General**— Changing question text or images will not be recognized.
- **Indexed Response (matching, multiple choice, sorting, clickable image)**— These question types store the correct response based on the index (position) of the response option (index 1 is the first response option, index 2 is the second response option, etc.). Any revisions made to the actual content of the response options do not affect the correctness of the response. Only changes to the index are recognized to modify response correctness.
- **Algorithms**— Changing existing algorithmic variables will not be recognized. The original state of the algorithm is used.

Note: M/C regrade is not very useful. Algorithmic - need to declare \$ans2 to regrade using the original variables or just enter in the numeric answer – hard to do if the variables are dynamic.