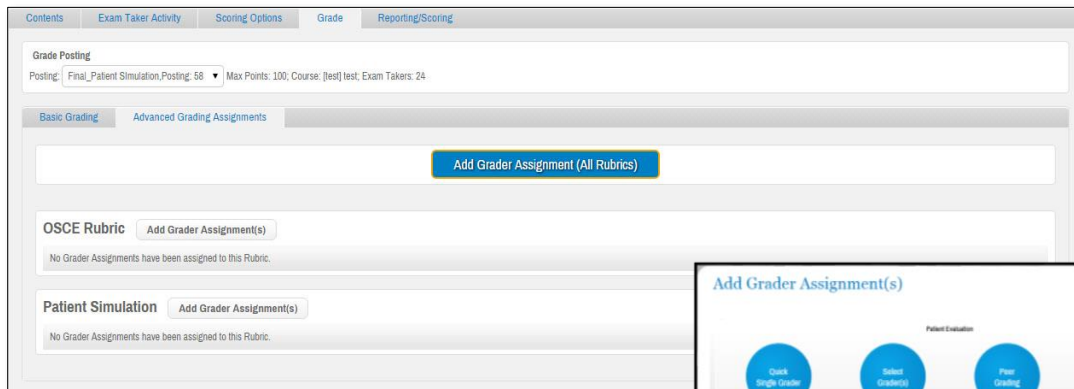


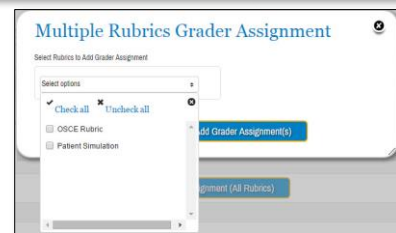
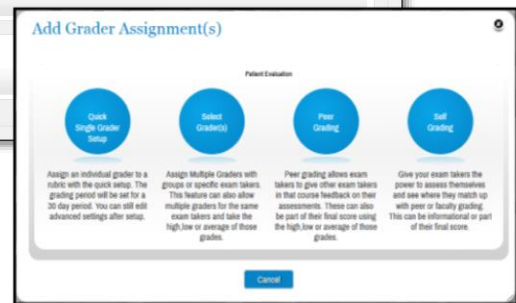
Some performance exams may contain rubrics that will be used by multiple people for grading purposes. The **Advanced Grader Assignments** feature allows Users to set up and manage multiple Graders within an assessment for each individual rubric on that assessment.

Assigning Graders

1. Navigate to the **Assessments** tab, open the desired assessment folder, and click on the title of the posted performance exam.
2. Click the **Grade** tab, select the **Advanced Grader Assignments** sub-tab, and identify the correct assessment posting.
3. A listing of all the rubrics assigned to that exam will appear below. Click the **Add Grader Assignment** button next to the rubric.



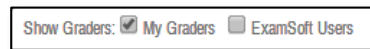
4. A modal window will appear containing four different setup options— **Quick Grader Setup**, **Select Graders**, **Peer Grading**, and **Self Grading**.
5. If the assessment contains multiple Rubrics, you can easily assign a grader to all Rubrics using the **Add Grader Assignment (All Rubrics)** option. Clicking this button will open a new modal window where you can select multiple Rubrics from a dropdown menu and add the Grader Assignment to them.



Quick Grader Setup

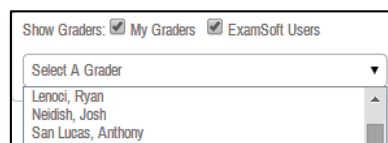
With this option, Users will be able to quickly and easily assign a single Grader to each rubric on the assessment.

1. To select a Grader with this option, first choose a listing of Graders to view.



The **My Graders** option will display Graders that were set up through the User's account preferences section of the portal. The **ExamSoft Users** option will display all ExamSoft Users in the system.

2. Select the specific Grader from the drop-down list and click **Save**.



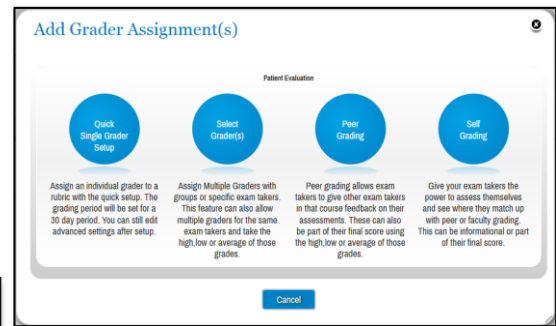
- Once the Grader is selected, Users will be able to start tracking that person's grading progress with that specific rubric.

| Grader Assignment | Value | Grader | ETs | Progress | End (Due Date) | Avg Score | Actions |
|-------------------|-------------|--------------|----------|-----------|---------------------|-----------|---------|
| Multiple Graders | 100 % | Lein, Brooke | 4 | 0% | 06-06-2014 06:23 PM | 0 | |
| TOTAL | 100% | | 4 | 0% | | 0 | |

Multiple Graders (Select Graders)

For more complex grading assignments, where more than one person is assigned to grade each rubric, Users should choose the **Select Graders** option from the modal window. This option is available for both points-based and rubrics-based performance assessments.

- Navigate to the **Advanced Grader Assignments** sub-tab for the assessment.
- Click **Add Grader Assignment(s)** next to the rubric the Graders will be assigned to.
- When the modal window appears, click the **Select Graders** option.



Users can configure grading accounts so that each student is only graded one time by one person, or so that each student is graded more than one time by multiple people. Follow the steps below for

One Grader Per Student

1. Set the Grading window. (Grading Start: 07/10/2014 5:45 PM, Grading End: 08/08/2014 5:45 PM)

2. Select One Grader per Exam Taker. (Grader(s) Per Exam Taker: One grader per exam taker)

3. Assign Exam Takers to each Grader. (Users can randomly select or assign Exam Takers individually.) (Additional Options: Hide ET Info from all Graders, Reminder: 08/04/2014 5:45 PM, Show Scores (%) to Graders)

4. Configure additional options as desired.

5. Choose the listing of Graders to be shown. (Show Graders: My Graders, ExamSoft Users)

6. Select each Grader by placing a check next to their name. (Available Graders: 1, Bob; 2, Bob; 3, bob)

7. If Exam Takers are assigned individually, use this tool to hand select which Exam Takers go with which Graders. (Exam Takers Assigned: 1, 1, 0)

8. View your assignment progress with the blue progress bar. (50% Complete, 2 of 4 Exam Takers To Be Assigned)

Multiple Graders Per Student

1. Set the Grading Window.

2. Choose Multiple Graders per Exam Taker.

3. Define the number of Graders for each Exam Taker.

4. Assign Exam Takers to Graders.

5. Configure additional options as desired, and use the Scoring options to configure the way overall grades will be calculated.

6. Choose the listing of Graders to be shown.

7. Select each Grader to be included.

8. If Exam Takers are assigned randomly, the option to add Exam Takers to each Grader will not appear.

9. View your assignment progress with the blue progress bar.

10. Select to Swap Graders.

4. Track the progress of your Graders from the **Advanced Grading Assignments** sub-tab.

| Grader Assignment | Value | Grader | ETs | Progress | End (Due Date) | Avg Score | Actions |
|-------------------|-------------|--------|----------|-----------|---------------------|-----------|-----------------|
| Multiple Graders | 100 % | 3, bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | [Edit] [Delete] |
| | | 4, bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | |
| | | 5, bob | 2 | 0% | 08-09-2014 05:45 PM | 0 | |
| | | 6, bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | |
| | | 7, bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | |
| | | 1, Bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | |
| | | 2, Bob | 1 | 0% | 08-09-2014 05:45 PM | 0 | |
| TOTAL | 100% | | 8 | 0% | | 0 | |

5. Repeat the process for the next rubric on the assessment.

Other options Users can choose to select from this screen include: the ability to email Graders, the power to clear grading for all Graders, the ability to access a detailed Grader Report, as well as the option to save values.



Swap Graders after Grading Process

This feature will allow Users to swap a grader for another after the grading process has begun. This new grader cannot be already assigned as a grader for this assignment, and this process can be repeated as many times as necessary.

1. To swap graders, open the **Advanced Grader Assignments** and select to edit the grader assignment

| Grader Assignment | Value | Grader | ETs | Progress | End (Due Date) | Avg Score | Actions |
|-------------------|-------|---------------|-----|----------|---------------------|-----------|---------|
| Multiple Graders | 100% | Josh, Neidish | 4 | 25% | 01/18/2015 12:58 PM | 75 | |
| TOTAL | 100% | | 4 | 25% | | 75 | |

2. Within the Manage Graders window, select to edit the grader to swap

Manage Graders

Rubric: Managed Care Simulation- Chest Pain

Grading Start: 07/10/2014 5:45 PM *

Grading End: 08/09/2014 5:45 PM *

Grader(s) Per Exam Taker: Multiple graders per exam taker

2 Graders Per Exam Taker

Randomly Selected

Additional Options:

Hide ET Info from all Graders

Reminder: 08/04/2014 5:45 PM

Show Score (%) to Graders

Scoring Option:

User: Avg Score

Throw Out: High Grade Low Grade

Show Graders My Graders ExamSoft Users

100% Complete Selected 7 of a Max of 8 Graders

Previous 9 10 11 12 13 Next Show: 10 | 25 | 50 | 100 | 250 Grader Name Search

| | Available Graders | Exam Takers Assigned | Hide ET Info |
|-------------------------------------|-------------------|----------------------|--------------------------|
| <input checked="" type="checkbox"/> | 1, Bob | 1 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2, Bob | 1 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3, bob | 1 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 4, bob | 1 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5, bob | 2 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6, bob | 1 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 7, bob | 1 | <input type="checkbox"/> |

3. A modal window will appear where Users can choose to replace the current grader with another from the list of My Graders or ExamSoft Users, similar to the original process of selecting graders for the assignment
4. Choose to show graders from the My Graders list, ExamSoft Users, or both. Select a grader from the drop-down menu, and click the Assign New Grader button

Change Grader

You can replace the current grader with another. All exam takers will be reassigned to the new grader. The new grader will be sent this grading assignment via email.

Please note: All comments and grades completed by this grader will be retained, however they will appear under the New Grader's name.

Show Graders: My Graders ExamSoft Users

Select A Grader

Cancel Assign New Grader

This feature is only available when managing Quick Grader Setup and Select Grader(s) assignments. When swapping graders, the new grader will be sent the grading assignment via email. **Note: All comments and grades completed by the former grader will be retained; however they will appear under the new grader's name.**