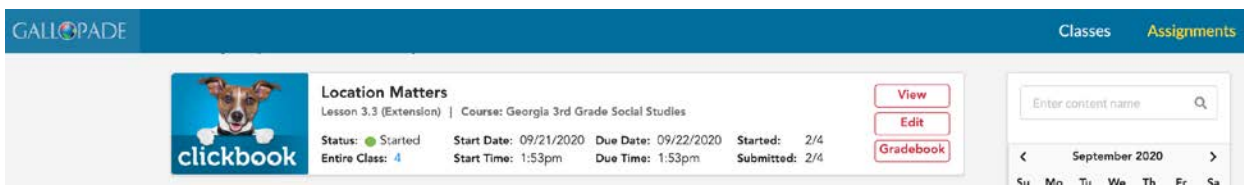# GALLOPADE
curriculum

How To Correct Constructed Response Questions In Clickbook

When you are looking at the gradebook for Clickbook, you will know when you have questions to score because you will notice a pencil in the grade column. It is important to note that if you are not having students answer these questions, you will still need to add points into the student Clickbooks to avoid penalizing the student. Constructed responses CAN be graded as students submit so you do not have to wait for all students to complete the Clickbook to grade individual responses. You WILL need to wait until ALL student responses have been graded prior to releasing the scores.

To score constructed response questions, go to the assignments tab and click on Gradebook.

Click on a pencil in the Grade to open a student Clickbook.

Once you have entered the Clickbook, you may choose to set the "show only manually graded question" option to ON. This will take you directly to the FIRST constructed response question. NOTE: If there is more than one constructed response question in a lesson, you will want to repeat the following steps.
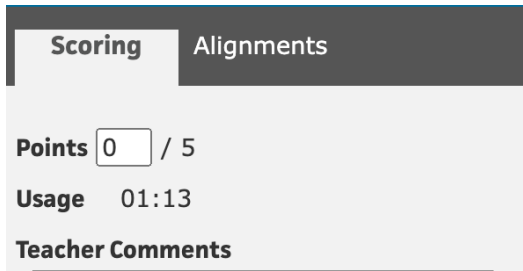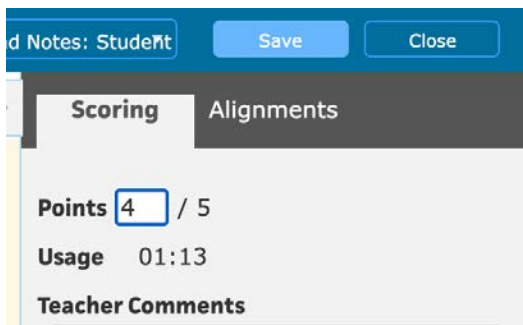
Review the student answer and assign a score between 0 to 5 points.
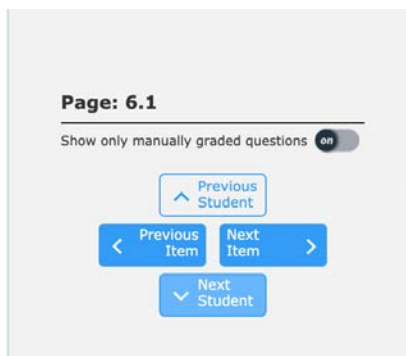
Click Save.

To go to the next student's response, click on the NEXT STUDENT button located at the bottom of the scoring pane on the right hand side of the screen. This will advance you to the same screen in the next student's Clickbook.

Once all students have completed the Clickbook and all scoring has been saved, you may wish to release the data to reports and grades to the students. See *"How to Find and Release Scores"* for more information.