LESSON 10 – VIEW STUDENT RESULTS

In this lesson, you will learn how to:

- View class grades
- View individual student results
- Manage student results

View class grades

You can view your class grades in the following Gradebook views: All Assignments, Overview by Student, Study Plan, and Performance by Chapter. In this lesson, you will explore each of these Gradebook views.

1. Open the Gradebook.
   Click Course Tools in the course menu, and then click Gradebook.

   ![Gradebook View](image)

   **Gradebook Views**

   - **All Assignments**
     Detailed assignment results
     - Homework
     - Quizzes
     - Tests
     - Other
     (Rename this category)
   - **Overview By Student**
     Student averages for gradebook categories
   - **Study Plan**
     Study Plan progress per student
   - **Performance by Chapter**
     Overall class performance for book chapters
   - **Alerts**
     - Inactivity
     - Work needs grading (2)

   **Class Roster**
   **All Students**
   A-E  F-G  H-K  L-P  Q-Z
   Training, Student 1

   **Note:** You can also access the Gradebook from the student Gradebook page by clicking modify in the top right of the page and selecting Manage.

2. View Assignment Results.
   Click All Assignments to view detailed assignment results for your class, arranged in a spreadsheet format. Student names are listed down the left column, and assignment names are listed across the top row.
Tip: Click the navigation buttons above or below the spreadsheet to move through the list of assignments. Use the Go to button to quickly jump to an assignment.

Click a column title to sort the spreadsheet by the student grades for that item. The points or percentages listed below each assignment name represent the grade weight for that assignment. The first three rows below the column titles show the class average and median scores, and the number of results for each assignment. The Change Scores link allows you to change student scores for that assignment. Assignments that need instructor intervention to enable access are marked accordingly. You will learn about these features in MyMathLab/MyStatLab – Intermediate.

3. View item analysis for an assignment.
Click the IA icon next to the class average to view an item analysis for that assignment. This allows you to analyze how your class performed on each question in the assignment. You can export the student details or class summary, as discussed in MyMathLab/MyStatLab – Intermediate.
Tip: Use Item Analysis for homework assignments to check your students’ understanding of the questions and objectives. Use this information to focus your homework review with the class.

4. View Student Averages.
Click Overview By Student to view student averages for each Gradebook category (Homework, Quizzes, Tests, Other, and Study Plan). Click a column title to sort the spreadsheet by that item. Click the points below each category to change the Gradebook weights.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Overall Score</th>
<th>Homework</th>
<th>Quizzes</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Students, MTTC</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Student, MTTC</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Student, MTTC</td>
<td>100%</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Instructor</td>
<td>**</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

Tip: You can choose to display the scores as percentages or points, as discussed in MyMathLab/MyStatLab – Intermediate.

Click a student’s name to view the Results page for that student. Click a category average grade for a student to view the Results page filtered to that category. For example, clicking the homework average for John Doe will open John’s results page and show the list of homework assignments that John has completed.

5. View Study Plan results.
Click Study Plan to view the Study Plan progress for your class. The spreadsheet shows you the number of questions the student has worked correctly, the number of objectives mastered, as well as the Time Spent in the Study Plan.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Questions</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Correct</td>
<td>Worked</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students, MTTC</td>
<td>523</td>
<td>523</td>
</tr>
<tr>
<td>Instructor</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Click a student’s name to view the Study Plan for that student. You can see the student's recommendations page showing the next objectives to practice and master. Click View all chapters to see which chapters, sections, and objectives the student mastered, as well as the number of Mastery Points earned and available for each chapter/section/objective, and the time spent on the item. Once a student has answered all questions in an item correctly, the Quiz Me icon lets students know that they are ready to retest on that item.

![Study Plan Contents](image)

6. **View Chapter Averages.**
Click **Performance by Chapter** to view overall class performance for each chapter, section, and objective. The columns to the right of the item show the averages for each category (Homework, Quizzes, Tests, and Study Plan). Click the plus sign or item name to expand the item.

![Table of Chapter Averages](image)

**View individual student results**
The Gradebook tracks detailed student results for all submitted work. In this lesson, you will explore the student results view and review a student’s assignment.

1. **Open the Gradebook.**
   Click **Course Tools** in the course menu, and then click **Gradebook**.
2. **View a student's results.**
Click a student's name to view detailed results for that student. The Results page shows the student's results for the **Entire course to date**. To view the student's Study Plan, click **Study Plan Results**.

![Results](image)

**Tip:** Click All Assignments and select an assignment category to filter the results by **Homework**, **Quizzes**, **Tests**, or **Other**.

3. **View item analysis for an assignment.**
Click the Actions dropdown list for an assignment and select Item Analysis. Click Go to view an item analysis for the student's assignment.

![Item Analysis](image)

For homework assignments, the Completed Attempts column shows you the number of attempts the student completed on each question.
4. **Review an assignment.**

Click **Review** next to an assignment to review the student's assignment. On the review window, the program shows the correct answer. If the student answered incorrectly, you can position your mouse cursor over the correct answer to see the incorrect answer that the student entered.

To add or edit comments on the student's work, click **Add Comment** in the learning aids palette. To send comments to Pearson about the question content, click **Ask the Publisher**. Click **Close** to return to the Results page.

5. **View a student's overall score.**

Click **Show details** at the top left of the Results page to view the student's average and time spent for each Gradebook category, as well as the overall score.
The bar chart shows how much each category contributes to the student's overall score and how much work the student has completed so far in the course.

**Manage student results**

The Gradebook has many tools for managing your students’ results. In this lesson, you will learn the basics of managing results for individual students, including changing scores for a student's assignment, emailing a student, and using Gradebook alerts.

1. **Open the Gradebook.**
   Click *Course Tools* in the course menu, and then click *Gradebook*.

2. **Change a student's score for an assignment.**
   In the Gradebook, click a student's name. In the Results page, select *Change Score* from the *Actions* dropdown list for an assignment and click *Go*. In the Change Score window, enter the score in the Points Correct box. Click *OK* to save the score, then click *OK* in the pop-up alert box. An asterisk will appear next to the adjusted score in the Gradebook.

3. **Change a student's score for a question.**
   You can also change the score for an individual question in the assignment. In the Gradebook, click a student's name. In the Results page, click *Review* for the assignment. In the Review page, enter a new score for a question in the Grade box and click *Submit Grade*. Close the Review page when finished.

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*By leveraging MyMathLab’s item analysis and e-mail features to identify and reach out to at-risk students, RVC both increased its pass rate by nearly 50 percent and cut its withdrawal rate by more than half.*

*Taken from a case study for Rock Valley College*
Note: Question scores cannot be changed if the assignment score has been changed previously.

4. **Send email to a student.**

   In the Gradebook, click a student's name. In the Results page, click **Email Student** to the right of the student's name at the top of the page. Edit or enter the information on the Email Student window and click **Send** to transmit the message to the student. You will also receive a copy of the email.

   **Email Student**

   - **To:** student@college.edu
   - **Cc:** instructor@college.edu
   - **From:** instructor@college.edu
   - **Subject:** Enter your subject line here

   Enter your message here.

   **Tip:** You can also email a student regarding a specific assignment by selecting **Email Student** from the **Actions** dropdown list for that assignment.

   **Note:** The email address you entered when you registered for your Pearson account is used as the default instructor email address. To change this email address, click **course settings** at the top left of the course window and select **Edit MML Settings**. On the Course Settings Summary window, click **Edit** in the Learning Aids and Test Options section to edit your email address.
5. **Send email to a group of students.**

Use the Search/Email by Criteria wizard to send an email to the entire class or a group of students selected by specified criteria.

In the Gradebook, select **Search/Email by Criteria** from the **More Gradebook Tools** dropdown list. The Search/Email by Criteria wizard has three steps. In Step 1, click the **Find Students based on** dropdown list and select **Overall Score**. Accept the default score criteria of "less than 70", and click **Next** to go to Step 2.

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**Search/Email by Criteria**

1. Start 
2. Select Students 
3. Send Email

**Find Students based on** Overall score

**Score**

- ✔ Score is < 70 %
- □ no score

**Next**

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**Tip:** Use the Search/Email by Criteria wizard for early intervention, such as identifying students who have not submitted any assignments within a certain period, or identifying students with low overall scores at midterm.

Step 2 shows the list of students who match the search criteria you specified in Step 1. You can export this list and you can also uncheck a name to exclude that student from the mailing. Click **Next** to go to Step 3.

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**Find Students based on** Overall score

**Score**

- < 70%

**Export search results for selected students**

Spreadsheet data delimiter: comma

<table>
<thead>
<tr>
<th>Students</th>
<th>Login Name</th>
<th>Student ID</th>
<th>Overall Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td><a href="mailto:john.doe@exampl.com">john.doe@exampl.com</a></td>
<td>1</td>
<td>13.3%</td>
</tr>
<tr>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith@exampl.com">jane.smith@exampl.com</a></td>
<td>1</td>
<td>10.6%</td>
</tr>
<tr>
<td>David Brown</td>
<td><a href="mailto:david.brown@exampl.com">david.brown@exampl.com</a></td>
<td>2</td>
<td>16.9%</td>
</tr>
<tr>
<td>Emily Johnson</td>
<td><a href="mailto:emily.johnson@exampl.com">emily.johnson@exampl.com</a></td>
<td>1</td>
<td>24.3%</td>
</tr>
<tr>
<td>Michael Lee</td>
<td><a href="mailto:michael.lee@exampl.com">michael.lee@exampl.com</a></td>
<td>1</td>
<td>59.2%</td>
</tr>
<tr>
<td>Sarah Wilson</td>
<td><a href="mailto:sarah.wilson@exampl.com">sarah.wilson@exampl.com</a></td>
<td>2</td>
<td>8.1%</td>
</tr>
</tbody>
</table>

Step 3 of the wizard lets you compose your email to the students selected in the previous step. Click **Send Email** to send your message to the selected students.
6. **View Gradebook alerts.**
The Alerts page shows you which students are inactive in your course, and which assignments need to be graded, and any mastery or coverage mismatches if you are in a Knewton-enabled course.

In the Gradebook, click **Inactivity** in the **Alerts** section. The Alerts page shows you the list of students who have not submitted any work in the course for the past 3 days. You can see the date of the last submission, as well as which assignment was last submitted. Click the **Actions** dropdown list for a student to send an email to the student or to archive the alert.
Click **Work need grading**. This page shows you submitted assignments that require review or grading. Click the **Assignment name** to review and grade the assignment.

<table>
<thead>
<tr>
<th>Inactivity</th>
<th>Work needs grading</th>
<th>View archived alerts</th>
</tr>
</thead>
</table>

These students have not submitted any work in this course for the past 10 days.

<table>
<thead>
<tr>
<th>Students</th>
<th>Days since last submitted</th>
<th>Date last submitted</th>
<th>Work last submitted</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training, Student 1</td>
<td>15</td>
<td>05/23/12 6:05pm</td>
<td>-- Choose --</td>
<td></td>
</tr>
</tbody>
</table>

Click **Work need grading**. This page shows you submitted assignments that require review and grading. Click the **Assignment name** to review and grade the assignment.

<table>
<thead>
<tr>
<th>Inactivity</th>
<th>Work needs grading</th>
<th>View archived alerts</th>
</tr>
</thead>
</table>

These assignments have submissions that require review and/or grading.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Assignment Type</th>
<th>Oldest Submission</th>
<th># of Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Work Assignment</td>
<td>Show Work</td>
<td>06/21/13 1:06pm</td>
<td>1</td>
</tr>
</tbody>
</table>

Click **Work need grading**. This page shows you submitted assignments that require review or grading. Click the **Assignment name** to review and grade the assignment.