



Edline Manual

Interactive Classroom

Version: June 12, 2012

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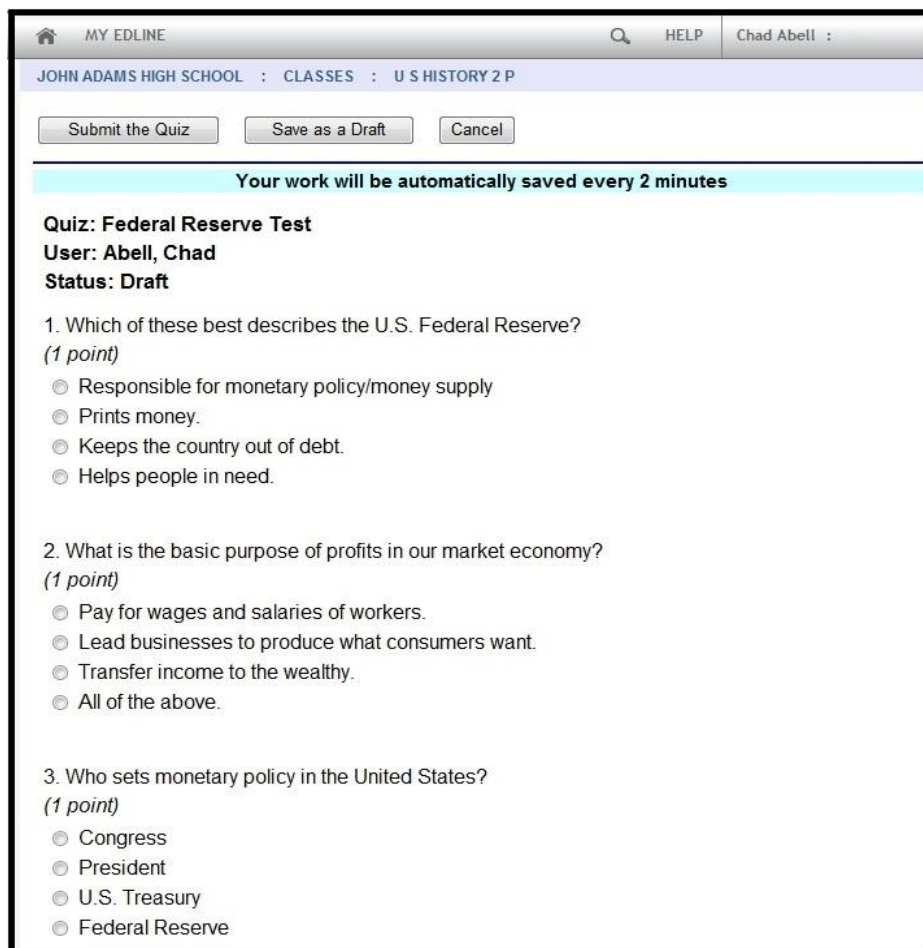
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Creating Online Quizzes and Homework Drop Boxes

Teachers and other district or school officials may create self-graded quizzes and homework drop boxes. Students submit essays and other projects to the drop boxes and the quizzes can be completed online directly through Edline. These interactive activities are typically made available to students in a particular class. The name of the assignment will be available as a link on the class web page. The quizzes are self-graded and the scores are entered automatically in both Grade Quick Web and Easy Grade Pro Web gradebooks. For more information about the Interactive Assignments module, see the Edline Education Center in the **Help** menu. A copy of this guide is available in the help in the **Edline User Guides** topic in the **Documentation** tab of the Edline Education Center.

 **Tip:** Many schools save money on printing costs by using Edline online homework, quizzes, and other assignments.



MY EDLINE HELP Chad Abell

JOHN ADAMS HIGH SCHOOL : CLASSES : U S HISTORY 2 P

Submit the Quiz Save as a Draft Cancel

Your work will be automatically saved every 2 minutes

Quiz: Federal Reserve Test
User: Abell, Chad
Status: Draft

1. Which of these best describes the U.S. Federal Reserve?
(1 point)

- Responsible for monetary policy/money supply
- Prints money.
- Keeps the country out of debt.
- Helps people in need.

2. What is the basic purpose of profits in our market economy?
(1 point)

- Pay for wages and salaries of workers.
- Lead businesses to produce what consumers want.
- Transfer income to the wealthy.
- All of the above.

3. Who sets monetary policy in the United States?
(1 point)

- Congress
- President
- U.S. Treasury
- Federal Reserve

Quiz Sample


Creating a Homework Assignment

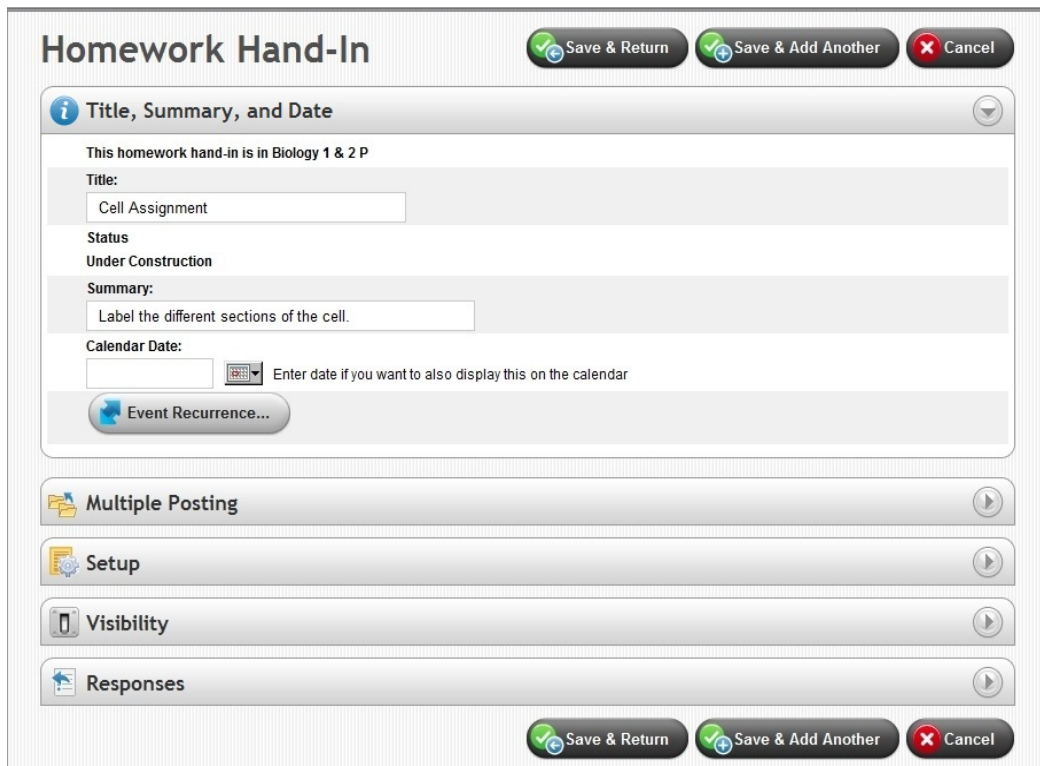
Teachers can add homework hand-in assignments to the Edline website for their students. The homework hand-in has been designed to be an online drop-box for your students. A student can sign into Edline to download the assignment posted by the teacher, complete the assignment, and then upload their completed assignment so that the teacher can view and grade it.

The permission to add homework is usually available to teachers. Homework assignments are usually created in another program and uploaded to Edline. The Edline homework hand-in feature cuts the costs associated with printing assignments for students.

To Add Homework Assignments to Your Website

Teachers are highly encouraged to add homework assignments through the **Assignments** folder available in the **Contents** section from your teacher (class) page.

1. While in the **Assignments** section, click **Edit This Page** from the Edline menu bar to access the edit mode.
2. Hover over the section where you want to add the assignment, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Homework Hand-In** to access the Homework Hand-In page.



Homework Hand-In Save & Return Save & Add Another Cancel

Title, Summary, and Date

This homework hand-in is in **Biology 1 & 2 P**

Title:
Cell Assignment

Status
Under Construction

Summary:
Label the different sections of the cell.

Calendar Date:
Enter date if you want to also display this on the calendar

Event Recurrence...

Multiple Posting

Setup

Visibility

Responses

Save & Return Save & Add Another Cancel


Create Homework Hand-In Page

4. Type the name of the assignment in the **Title** field. This title will appear on the website.
5. Type a brief summary for the assignment in the **Summary** field.
6. Type or select the date for the assignment in the **Calendar Date** field. This option also adds the homework to the calendar for your students to see.
7. Click **Save and Return** to add the homework assignment.
8. Click **Done** to exit the edit mode.

To Add the Homework to More Than One Group (Class, Sport, Activity)

You can determine which classes to add the homework assignment to from the **Multiple Posting** section. This feature enables teachers who teach the same course to more than one class to create the assignment only once and post it in one step to all the classes they teach.

1. From the Homework Hand-In page, select the groups to view the assignment from the **Available Groups** field in the **Multiple Posting** section.
2. Click **Add**.

 **Note:** To remove a group from viewing the assignment, click the group name in the **Additional Posted Groups** field and click **Remove**.

To Add Content to the Homework

You create the homework assignment using another application (such as Microsoft® Word or Adobe® Acrobat) and attach the file to the Edline website.


1. From the Hand-in page, click **Build My Homework Hand-In** in the **Setup** section to access the Homework Hand-In Builder page.


JOHN ADAMS HIGH SCHOOL : CLASSES : BIOLOGY 1 & 2 P

Save & Return Cancel Save & Refresh Preview

Build Homework Hand-In

Instructions:

Font family Font size 

B I U 

Complete the Cell Homework Assignment attached.


Points (optional):

Files to Handout (optional):

s:\documents\JohnAdamsSchoolSetup\Cell assignment.pdf

Description of this handout:

Homework Hand-In Builder Page

2. Type the directions for the homework in the **Instructions** section.
 3. Type the number of points toward the student's grade for the assignment in the **Points** field.
 4. Attach the homework assignment by completing the following steps:
 - Click **Attach a Handout** for the attachment fields.
 - Click **Browse** to search for the file, and then click **Attach File**.
 - Type a summary of the file in the **Description of this handout** field.
-  **Tip:** To add more attachments, click **Attach another Handout**.
5. Click **Save and Return**.

To Configure the Homework Response

You can determine whether or not students can review the homework after submitting it, and whether or not the responses can be anonymous. You can also determine whether or not to display grading feedback to students.



Setup

Build My Homework Hand-In...

Users can access their work after submission:
 Yes - View and Edit ▾

Display grading and feedback to users:
 Yes No [More Info](#)

Responses are anonymous:
 Yes No

Prevent school superusers from enabling or disabling form responses:
 Yes No

Setup Section

 **Tip:** To preview a sample of the assignment, click **Try Homework Hand-In**. You will be able to test the assignment before sending it out to users.

1. From the Homework Hand-In page, select whether or not the student can access the assignment after the submission from the **Setup** section by completing one of the following steps:
 - Select **Yes - View and Edit** from the **Users can access their work after submission** field to allow students to view the homework and make any changes they want after submitting it.
 - Select **Yes - View Only** from the **Users can access their work after submission** field to allow students to view the homework after submitting it, but not allow them to make any changes.
 - Select **No** from the **Users can access their work after submission** field to not allow the student to view the homework after submitting it.
2. Determine whether or not to display any grading or feedback information to students from the **Display grading and feedback to users** field.
 - Select **Yes** to display feedback to the students after they submit the assignment. Students must be able to view the assignment after submission to review the feedback or grades.
 - Select **No** to not display the grading feedback online.
3. Determine whether or not to synchronize the grades with your Edline gradebook software (GradeQuick Web or Easy Grade Pro Web) from the **Sync with gradebook** field.
 - Select **Yes** to synchronize the grade on the assignment to the gradebook. Setting this field to **Yes** will cause the grade for any submitted document to be entered into the gradebook when the gradebooks are opened. The column will be created automatically before any grades are uploaded and it will be locked, so the teacher will not be able to manually alter grades in the gradebook for this item.
 - If the teacher needs to enter a grade manually, such as when a student is exempted or a grade is adjusted, change **Sync with gradebook** to **No**. This setting is generally done after

submissions are turned off and the last of the submitted responses have been uploaded to the gradebook. Once the sync function is turned off, the column is unlocked and the teacher may alter grades or enter codes. It is advisable not to turn the sync function back on.

4. Determine whether or not the responses will be anonymous from the **Responses are anonymous** field.
 - Select **Yes** to allow the student to submit the homework anonymously.
 - Select **No** to include the student's name on the homework.
5. Click **Save and Return**.


To Restrict the Visibility of a Homework Assignment

By default, all homework assignments you create are automatically visible to only Students. You can change the visibility of an assignment.


1. From the Homework Hand-In page, click **Specify Submitters** in the **Visibility** section.
2. Change any of the visibility options in the **Basic Visibility Options** section and/or the **Advanced Visibility Options** section:
 - Select **Public** to allow anyone to submit the assignment.
 - Select **Limited** to select the types of users who can submit the homework. From the drop-down selection, choose whether those users are limited to your particular group, school or district. Select (check) the types of users who can submit the assignment. These users will be required to sign into Edline before viewing the assignment from the website.
 - Select **No additional restrictions** to not add advanced visibility options.
 - Select **Show from _ until _** to set the homework so that it will be visible for a specific date range, and then be hidden for your students after the date range passes. Type or select the dates in the fields.
 - Select **Show via Site Designer, but hide in lists** to set the homework to be visible to super users and design managers only.
 - Select **Hide completely** to set the homework as personal. The homework will only be available to you, super users, super viewers, and site coordinators.
3. Click **Update**.

To Allow Homework Submissions

Before an assignment is available to users, you must make the assignment available for submissions. This feature enables you to continue building the homework until it is ready for use.

 **Important:** You cannot change a homework assignment once students have submitted their responses.

1. From the Homework Hand-In page, select **In all locations** from the **Responses** section to set the assignment as ready in all classes. Clear this field if you want the assignment to be available for the current class only.
2. Click **Allow Homework Hand-In Submissions** to mark the assignment as available.
3. Click **Save and Return**.


 **Note:** If you need to make changes to the assignment and no user has submitted their responses, click **Prevent Homework Hand-In Submissions**.

Creating an Online Quiz/Interactive Assignment

You can add a new quiz/assignment to the Edline website for students of your class. The permission to add quizzes/assignments is available to all teachers in their own classes. Quizzes/Assignments can include files to download and fill-out on paper, or they can be an online quiz/assignment with multiple choice answers, True/False, drop-down selection list answers, or text responses.

To Add Quizzes/Assignments to Your Class


Teachers are highly encouraged to add quizzes/assignments through the **Assignments** or **Tests** folder available in the **Contents** section from your teacher (class) page.

1. While in the **Assignments** or **Tests** section, click **Edit This Page** from the Edline menu bar to access the edit mode.
2. Hover over the section where you want to add the quiz/assignment, and click the **Add an item to this box**  icon to access the Add Item Type pallet.
3. Select **Quiz/Interactive Assignment** to access the Create Quiz/Interactive Assignment page.
4. Type the name of the quiz/assignment in the **Quiz/Assignment Title** field. This title will appear on the website.
5. Type a brief summary for the quiz/assignment in the **Quiz/Assignment Summary** field.
6. Type or select the date for the quiz/assignment in the **Calendar Date** field. This option sets the quiz/assignment as a calendar event.
7. Click **Save and Return** to add the quiz/assignment.
8. Click **Done** to exit the edit mode.

To Add the Quiz/Assignment to More Than One Group (Class, Sport, Activity)

You can determine which classes to add the quiz/assignment to from the **Multiple Posting** section. This feature enables teachers who teach the same course to more than one class to create the quiz/assignment only once and post it in one step to all the classes they teach.

1. From the Manage Quiz/Interactive Assignment page, select the classes to view the quiz/assignment from the **Available Groups** field in the **Multiple Posting** section.
2. Click **Add**.

 **Note:** To remove a class from viewing the quiz/assignment, click the group name in the **Additional Posted Groups** field and click **Remove**.

To Add Content to the Quiz/Assignment

You can add different types of questions or fill-in-the-blank information for your quiz/assignment. This section teaches you how to create different sections for your quiz/assignment.

1. From the Manage Quiz/Interactive Assignment page, click **Build My Quiz** in the **Setup** section to access the Quiz/Interactive Assignment Builder page.
2. Select the font type for the quiz/assignment from the **Default Font** field.
3. Select the font size for the quiz/assignment from the **Size** field.
4. Type the grading points for each question in the **Default Points per Question** field and click **Update**.
5. Click **Done** when you are finished building the quiz/assignment.

Import Questions

If you have the quiz/assignment available in another file and you want to move it to the online-form, you can copy the existing quiz/assignment.

1. Click **Import questions** to access the Import Questions page.

MY EDLINE TOOLS

JOHN ADAMS HIGH SCHOOL : CLASSES : U S HISTORY 2 P

Import Questions

1. Format all questions according to our [Formatting Tutorial](#) and paste them into the box below.
2. Click on the "Validate Questions" button below to check the formatting.
3. Click on the "Done" button to save your work.

Validate Questions Done Cancel

```

1. Which of these best describes the U.S. Federal Reserve?
*a) Responsible for monetary policy/money supply
b) Prints money.
c) Keeps the country out of debt.
d) Helps people in need.

2. What is the basic purpose of profits in our market economy?
a) Pay for wages and salaries of workers.
*b) Lead businesses to produce what consumers want.
c) Transfer income to the wealthy.
d) All of the above.


3. Who sets monetary policy in the United States?
a) Congress
b) President
c) U.S. Treasury
*d) Federal Reserve

4. The prices of meat products in a competitive market are determined by:
a) Government.
b) Business monopolies.
*c) Supply and demand.
d) The Consumer Price Index.

5. The purchasing power of people's incomes is most affected by:

```

Import Questions Page


 **Important:** To import questions to Edline, they will need to be formatted correctly. You will only be able to import multiple choice and short answer questions. Do not import any instructions. The text must be formatted as the previous picture, where the number of the question is followed by a period or parenthesis; a return is added after each question; and the correct answer to a multiple choice question has an asterisk (*) typed in front.

2. Paste the questions in the **Import Questions** section.
3. Click **Validate Questions** to check the format of the questions.
4. Click **Done**.

Create Instructions

You can type instructions for users providing them with directions on how to finish the quiz/assignment.

1. From the Quiz/Interactive Assignment Builder page, select **Plain Text (e.g. instructions to users)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the instructions for the user to follow as directions of the quiz/assignment in the **Text** section.
3. Click **Save and Return**.

 **Tip:** The Quiz/Interactive Assignment Builder page includes the **Preview**, **Edit**, **Delete**, and **Clone** buttons. Use these features to review the quiz/assignment, change the question, delete the question, or copy the question.

Create Multiple Choice Questions

You can create multiple choice questions for your quiz/assignment. There are two types of multiple choice questions you can design – where the user can only select one answer, or where the user can select multiple choices.

1. From the Quiz/Interactive Assignment Builder page, select **Multiple Choice (only one pick allowed)** or **Multiple Choice (multiple picks allowed)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz/assignment in the **Question Text** section.
3. Type the response choices in the **Choice** fields.
4. Select the response that is correct in the **Correct?** field.

 **Tip:** To add more responses, click **Add More Choices** for additional fields.

5. Type the grade points for the question in the **Points** field.
6. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the question has been answered.
 - Select **No** in the **Required Field?** if the question is not required.
7. If the user can select multiple choices, type the maximum number in the **Maximum Number of Selections by User** field.
8. Type a name for the question in the **Short Field Label** field.

 **Tip:** It is useful to change each **Short Field Label** to something that corresponds to the question on the quiz. This label will make it easier when reviewing data that has been exported for a quiz.

9. Click **Save and Return**.

Create Yes/No Questions

You can create Yes/No questions for your quiz/assignment. Users will be able to choose the correct response.

1. From the Quiz/Interactive Assignment Builder page, select **Yes or No** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz/assignment in the **Question Text** section.
3. Select the response that is correct in the **Correct?** field.
4. Type the grade points for the question in the **Points** field.
5. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the question has been answered.
 - Select **No** in the **Required Field?** if the question is not required.
6. Type a name for the question in the **Short Field Label** field.
7. Click **Save and Return**.

Create True/False Questions

You can create True/False questions for your quiz/assignment. Users will be able to choose the correct response.

1. From the Quiz/Interactive Assignment Builder page, select **True or False** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz/assignment in the **Question Text** section.
3. Select the response that is correct in the **Correct?** field.
4. Type the grade points for the question in the **Points** field.
5. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the question has been answered.
 - Select **No** in the **Required Field?** if the question is not required.
6. Type a name for the question in the **Short Field Label** field.
7. Click **Save and Return**.


Create Text Response (Essay) Questions

You can create questions with text responses for your quiz/assignment. There are two types of text questions you can design – where the user types a one line answer, or where the user can type a longer text response.

1. From the Quiz/Interactive Assignment Builder page, select **Short Typed Answer (one line of text)** or **Paragraph Answer (multiple lines of text)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz/assignment in the **Question Text** section.
3. Type the correct responses in the **Correct Answer** fields.
4. Type the grade points for the question in the **Points** field.
5. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the question has been answered.
 - Select **No** in the **Required Field?** if the question is not required.
6. For a short text answer, type the maximum number of characters allowed for the response in the **Maximum Characters** field.
7. Type the maximum width for the question in the **Field Width** field.
8. For a paragraph text answer, type the maximum number or rows allowed for the response in the **Number of Rows** field.
9. Type a name for the question in the **Short Field Label** field.
10. Click **Save and Return**.

Create Selection Choice Questions

You can create questions with drop-down lists for users to choose the correct response.

1. From the Quiz/Interactive Assignment Builder page, select **Dropdown List (pick one)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz in the **Question Text** section.
3. Type the response choices in the **Choice** fields.
 **Tip:** To add more responses, click **Add More Choices** for additional fields.
4. Select the response that is correct in the **Correct?** field.
5. Type the grade points for the question in the **Points** field.

6. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the question has been answered.
 - Select **No** in the **Required Field?** if the question is not required.
7. Type a name for the question in the **Short Field Label** field.
8. Click **Save and Return**.

Create Hand-In Attachment

You can create a field in the quiz/assignment where the user can upload an attachment to include. As a result, you can have users upload additional responses, or copies of important documents.

1. From the Quiz/Interactive Assignment Builder page, select **Hand-In (file attachment handed in by the submitter)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question or instructions for the quiz/assignment in the **Question Text** section.
3. Type the grade points for the question in the **Points** field.
4. Determine whether or not the user must respond to the question by completing one of the following steps:
 - Select **Yes** in the **Required Field?** to mark the question as required. The user will not be able to submit the quiz/assignment until the hand-in has been attached.
 - Select **No** in the **Required Field?** if the hand-in is not required.
5. Type a name for the question in the **Short Field Label** field.
6. Click **Save and Return**.


Create Hand-Out Attachment

You can create a field in the quiz/assignment where the user can download an attachment you created for the quiz/assignment. As a result, you can attach additional documents for the user to save or fill-out in addition to the quiz/assignment.

1. From the Quiz/Interactive Assignment Builder page, select **Hand-Out (file attachment handed out by you)** from the **Add Item** field, and then click **Add Now** for the Question Builder page.
2. Type the question for the quiz/assignment in the **Text** section.
3. Click **Browse** to search for the location of the attachment, and then click **Attach File**.
4. Click **Save and Return**.

To Configure the Quiz/Assignment Response

You can determine whether or not students can review the quiz/assignment after submitting it, and whether or not the responses can be anonymous. You can also determine whether or not to display grading feedback to students.

 **Tip:** To preview a sample of the quiz/assignment, click **Try Quiz/Interactive Assignment**. You will be able to test the quiz/assignment before sending out to users.

1. From the Manage Quiz/Interactive Assignment page, select whether or not the student can access the assignment after the submission from the **Setup** section by completing one of the following steps:
 - Select **No** from the **Users can access their work after submission** field to not allow the student to view the quiz/assignment after submitting it.
 - Select **Yes - View Only** from the **Users can access their work after submission** field to allow students to view the quiz/assignment after submitting it, but not allow them to make any changes.
 - Select **Yes - View and Edit** from the **Users can access their work after submission** field to allow students to view the quiz/assignment and make any changes they want after submitting it.
2. Determine whether or not to display any grading or feedback information to students from the **Display grading and feedback to users** field.
 - Select **Yes** to display feedback to the students after they submit the quiz/assignment. Students must be able to view the quiz/assignment after submission to review the feedback or grades.
 - Select **No** to not display the grading feedback online.
3. Determine whether or not to synchronize the grades with your Edline gradebook software (GradeQuick Web or Easy Grade Pro Web) from the **Sync with gradebook** field.
 - Select **Yes** to synchronize the grade on the assignment to the gradebook. Setting this field to **Yes** will cause the grade for any submitted document to be entered into the gradebook when the gradebooks are opened. The column will be created automatically before any grades are uploaded and it will be locked, so the teacher will not be able to manually alter grades in the gradebook for this item.
 - If the teacher needs to enter a grade manually, such as when a student is exempted or a grade is adjusted, change **Sync with gradebook** to **No**. This setting is generally done after submissions are turned off and the last of the submitted responses have been uploaded to the gradebook. Once the sync function is turned off, the column is unlocked and the teacher may alter grades or enter codes. It is advisable not to turn the sync function back on.

4. Determine whether or not the responses will be anonymous from the **Responses are anonymous** field.
 - Select **Yes** to allow the students to submit the quizzes/assignments anonymously.
 - Select **No** to include the student's name on the quiz/assignment.
5. Click **Save and Return**.

To Restrict the Visibility of a Quiz/Assignment

All quizzes/assignments you create are automatically set as Limited Availability to Students only, which means the quiz/assignment can be completed by a student only. You can change the visibility of a quiz/assignment.

1. From the Manage Quiz/Interactive Assignment page, click **Specify Submitters** in the **Visibility** section.
2. Change any of the visibility options in the **Basic Visibility Options** section and/or the **Advanced Visibility Options** section:
 - Select **Public** to allow anyone to submit the quiz/assignment.
 - Select **Limited** to select the types of users who can submit the quiz/assignment. From the drop-down selection, choose whether those users are limited to your particular group, school or district. Select (check) the types of users who can submit the quiz/assignment. These users will be required to sign into Edline before viewing the quiz/assignment from the website.
 - Select **No additional restrictions** to not add advanced visibility options.
 - Select **Show from _ until _** to set the quiz/assignment so that it will be visible for a specific date range, and then be hidden to users after the date range passes. Type or select the dates in the fields.
 - Select **Show via Site Designer, but hide in lists** to set the quiz/assignment to be visible to super users and design managers only.
 - Select **Hide completely** to set the quiz/assignment as personal. The quiz/assignment will only be available to you, super users, super viewers, and site coordinators.
3. Click **Update**.


To Allow Quiz/Assignment Submissions

Before a quiz/assignment is available to users, you must mark the quiz/assignment as available for submissions. This feature enables you to continue building the quiz/assignment until it is ready for use.



Important: You cannot change a quiz/assignment once students have submitted their responses.


1. From the Manage Quiz/Interactive Assignment page, select **In all locations** from the **Responses** section to set the quiz/assignment as ready in all classes. Clear this field if you want the quiz/assignment to be available for the current group only.
2. Click **Allow Quiz/Interactive Assignment Submissions** to mark the quiz/assignment as available.
3. Click **Save and Return**.

 **Note:** If you need to make changes to the quiz/assignment and no user has submitted their responses, click **Prevent Quiz/Interactive Assignment Submissions**.

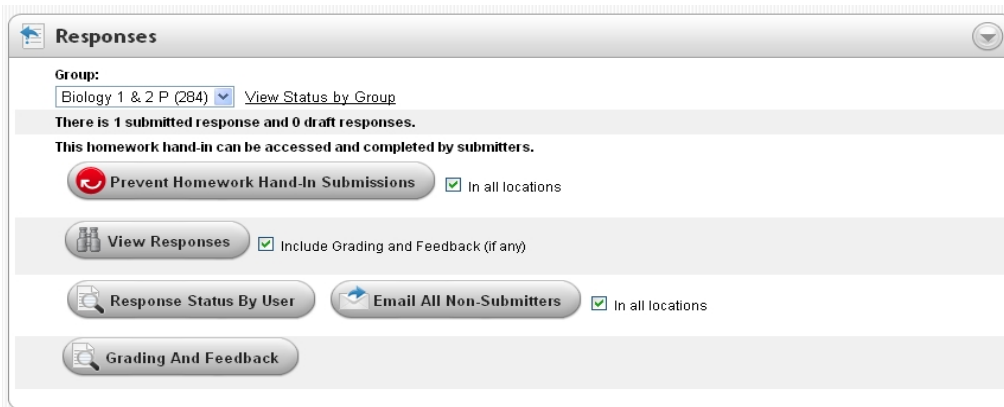
Reviewing Responses for Forms, Surveys, Homework, Quizzes, and Other Assignments

Teachers and other staff with super user permissions will be able to view the answers for forms, surveys, homework, quizzes, and interactive assignments. You can view the status of responses by different groups, review the individual user responses to questions, and determine who has not responded to a form or other assignment and then email them. The permission to view responses is only available to school personnel.

Open the Responses Section

- From the section of the web page containing the content, click the **Edit in list view**  icon to open the list of contents, and then click the **Edit** button next to the name of the assignment you want to review the responses for to open the Manage Form, Manage Survey, Manage Homework Hand-In, Manage Quiz, or Manage Interactive Assignment page.

The **Response** section will list the number of responses received.



Responses Section – Sample from Homework Hand-In

To Review the Responses

School personnel with the appropriate permissions will be able to use this feature to view the responses for forms and surveys, and teachers will be able to view the responses for homework, quizzes, and other assignments that they have created.

1. Click **View Responses** to access the Form Response List page.

Group: Biology 1 & 2 P (284)

Cell Assignment (Responses) (1-1 of 1 items) Done

Select All Unselect All Reorder Details Show 50

| Name | Status | Grading (%) | Modified |
|---------------------------------------|-----------|-------------|------------|
| <input type="checkbox"/> Beeman, Kyle | Submitted | | Oct 20, 10 |

Select All Unselect All Details Show 50

Manage Selected Items ↑ ↓

Delete Reorder

Done

Form Response List Page

2. Click on the name of user you want to view to access the Document View page. If the document has been multi-posted, use the **Group** drop-down menu to select the desired group of responses to view.
3. Click **Done** when finished.

To View the Status of Responses by Groups (Schools, Classes, Sports, Activities)

For multi-posted forms and surveys, school personnel will be able to view response statistics, such as the number of users who have submitted responses. Teachers will be able to view the status of which classes have submitted their homework, quizzes, and other assignments.

- Click **View Status by Group** link to access the Status Summary dialog box.

| Group Title | Responses Allowed? | Submitted Responses | Draft Responses |
|------------------------|--------------------|---------------------|-----------------|
| A Test District for | Yes | 0 | 0 |
| John Adams High School | Yes | 1 | 0 |

Status Dialog Box

To View the Status of Responses by Users


School personnel will be able to view the status of which users within a group (school, classes, sports, activities) have submitted their forms, surveys, homework, quizzes, and other assignments. Use this feature to determine which users should be reminded to submit their responses.

- Click **Response Status by User** to access the User List page which displays who did or did not submit a response, or to see who has completed a draft response.

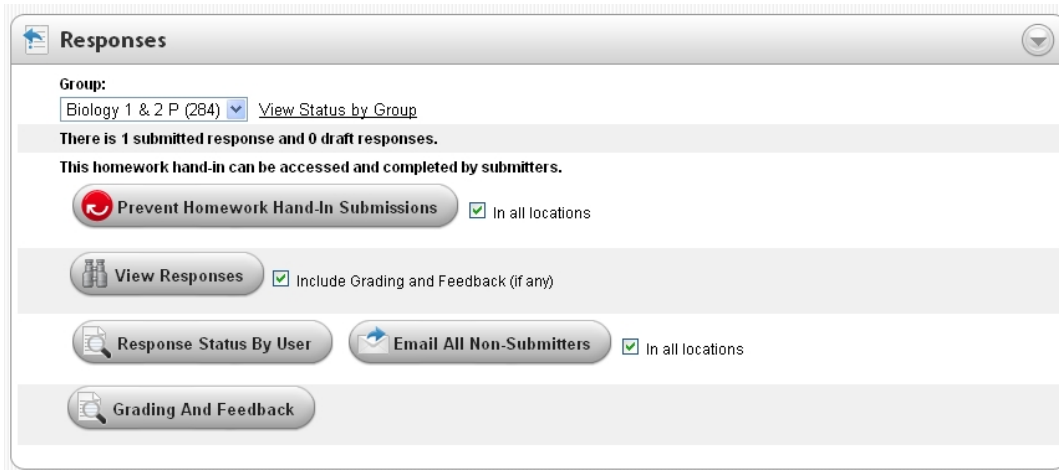
Send a Reminder Email to Non-Submitters

Teachers and other personnel with super user permissions will be able to send reminders to users to respond to forms, surveys, homework, quizzes, and interactive assignments. The email is automatically configured to email only the users who have not submitted responses.

Open the Responses Section

- From the section of the web page containing the content, click the **Edit in list view**  icon to open the list of contents, and then click the **Edit** button next to the name of the assignment you want to send reminders for to open the Manage Form, Manage Survey, Manage Homework Hand-In, Manage Quiz, or Manage Interactive Assignment page.

The **Responses** section will list the number of responses received and includes the **Email All Non-Submitters** button.



Responses Section – Sample from Homework Hand-In

To Email Reminders for Forms, Surveys, Homework, Quizzes, and Other Assignments


School personnel will be able to use this feature to send reminders for submissions.

1. Click **Email All Non-Submitters** to access the Compose Email page.
2. Complete the email message by following the instructions in the *Sending Emails* topic.

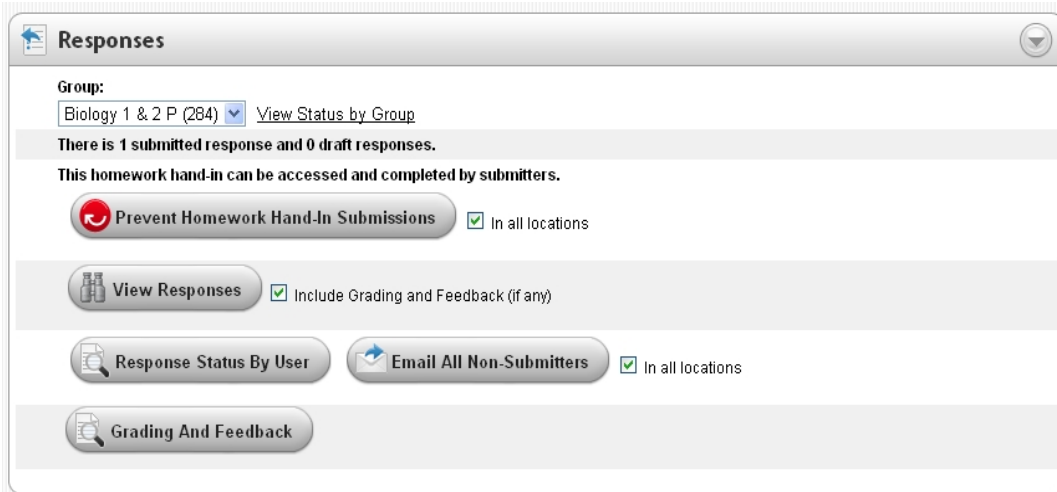
Displaying Grades and Feedback

Teachers and other personnel with super user permissions will be able to review the grades and enter any feedback for an assignment, including manually adding points, to homework, quizzes, and interactive assignments.

Open the Responses Section

- From the section of the web page containing the content, click the **Edit in list view**  icon to open the list of contents, and then click the **Edit** button next to the name of the assignment you want to review grades for to open the Manage Homework Hand-In, Manage Quiz, or Manage Interactive Assignment page.


The **Responses** section will list the number of responses received and includes the **Grading and Feedback** button.



Responses Section

To Grade Homework, Quizzes, and Other Assignments


1. Select the class you want to grade from the **Group** field.
2. Click **Grading and Feedback** to access the Grading and Feedback page.
3. Select the student you want to grade from the **Response** field.
4. Enter the grading and feedback by completing the following steps:
 - Type your feedback to the student in the **Enter any feedback below** field.
 - Grade individual questions or change a score by entering the number of points received in the **Points Awarded** field.
5. Click **Save and Return** when finished.

 **Note:** Students will only be able to view feedback and grading if the teacher has set the assignment, quiz, or homework hand-in to **Display grading and feedback to users**.

Creating Exports and Reports Based on Responses

Teachers and other personnel with super user permissions will be able to create reports and export data based on the answers for forms, surveys, homework, quizzes, and interactive assignments. The exports will allow you to create a spreadsheet or web file of the data.

Open the Export/Reporting Section

- From the section of the web page containing the content, click the **Edit in list view**  icon to open the list of contents, and then click the **Edit** button next to the name of the assignment you

want to create a report for to open the Manage Form, Manage Survey, Manage Homework Hand-In, Manage Quiz, or Manage Interactive Assignment page.

The **Export/Reporting** section will be available when users have submitted their responses.

The screenshot shows the 'Export / Reporting' section. At the top, there is a button labeled 'Export Field Data' with a green arrow icon. To its right are two dropdown menus: 'format' set to 'CSV' and 'group' set to 'All Groups Combined'. Below this is a checkbox labeled 'Export multiple rows of data for parents with multiple children. [More Info](#)'. Underneath is another button labeled 'Choose Fields To Export...' with a green arrow icon. At the bottom, there is a 'Generate:' section with a dropdown menu set to 'Item Analysis', a 'group' dropdown set to 'All Groups Combined', and a 'Go' button with a green arrow icon.

Export/Reporting Section

To Export Response Data

School personnel will be able to use this feature to view the responses for forms, surveys, homework, quizzes, and other assignments by exporting the data into a spreadsheet or XML file. You will be able to select exactly which questions to include in the data.

1. Click **Choose Fields to Export** to access the Form Export Fields page.

The screenshot shows the 'Form Export Fields' page. At the top, there is a navigation bar with 'MY EDLINE', 'TOOLS', and 'HELP'. Below the navigation bar, the page title is 'A TEST DISTRICT FOR DIANE'. On the left side, there is a sidebar with the text 'Survey Fields to Export'. The main content area is a table with three columns: 'Export?', 'Field Number', and 'Question for Field'. The table contains three rows of data, each with a checked checkbox in the 'Export?' column. At the bottom of the table, there are two buttons: 'Save & Return' and 'Cancel'.

| Export? | Field Number | Question for Field |
|-------------------------------------|--------------|--|
| <input checked="" type="checkbox"/> | 1 | My child's teacher kept their class w... |
| <input checked="" type="checkbox"/> | 2 | My child's teacher sent me at least o... |
| <input checked="" type="checkbox"/> | 3 | I found Edline's login system easy. |

Form Export Fields Page

2. Select (check) the fields to export and click **Save and Return**.
3. Select either spreadsheet or web file to export by selecting **CSV** or **XML** from the **Format** field.
4. Select the group (school, class, sport, activity) to include in the export from the **Group** field.

5. Select **Export multiple rows of data for parents with multiple children** if you want to include a separate row for a parent's response based on each child. Clear this field to include only one row of responses.
6. Click **Export Field Data** to generate the export.
7. Click **Download Data to My Computer** when ready.

To Download Attachments to Response Data

If an attachment has been added to a form, survey, homework, quiz, or other assignment, school personnel will be able to download the attachment.

1. Under the **Export/Reporting** section, select the group (school, class, sport, activity) to include in the export from the **Group** field.
2. Click **Export File Attachments** to generate the export.
3. Click **Download Data to My Computer** when ready.

To Generate an Item Analysis Report from Response Data

School personnel will be able to view the percentage of responses for forms, surveys, homework, quizzes, and other assignments. You will be able to determine which response was selected and how often.

1. Under the **Export/Reporting** section, select the group (school, class, sport, activity) to include in the export from the **group** field in the **Generate** section.
2. Click **Go** to generate the report.

Done

District Student Survey 2011-2012
Item Analysis - all groups, combined
Responses Processed: 3

1. Select your school:

| Choices | Selections | % of Total |
|----------------------------|------------|------------|
| John Adams High School | 3 | 100% |
| Central Middle School | 0 | 0% |
| Little Dipper Grade School | 0 | 0% |

2. How many days a week do you use your classroom computer?

| Choices | Selections | % of Total |
|-----------------|------------|------------|
| NONE | 0 | 0% |
| 1 day per week | 0 | 0% |
| 2 days per week | 2 | 67% |
| 3 days per week | 0 | 0% |
| 4 days per week | 1 | 33% |
| 5 days per week | 0 | 0% |

3. Do you use the internet at home?

| Choices | Selections | % of Total |
|---------|------------|------------|
| Yes | 2 | 67% |
| No | 1 | 33% |

Item Analysis Report

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