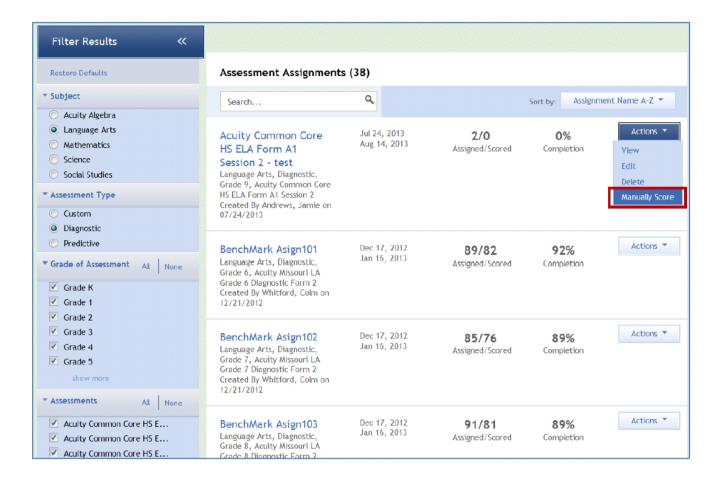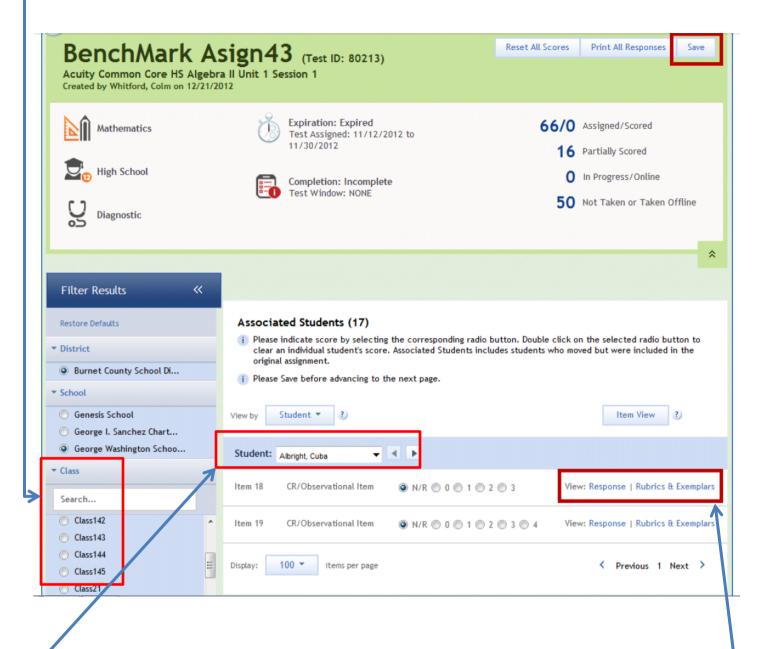# Score Constructed-Responses /Manual scoring

1. From the main navigation menu select **Assignments -> Assessment Assignments-> View Assignments**
2. Choose the desired **Subject**, **Assessment Type** (K-2 Diagnostic, 3-8 Readiness, and 9-11 Custom)and **Grade** to view a list of Assessments
3. Select the **Assessment(s)** from the filtered list that appears.
4. The resulting list in the main window will provide the number of students assigned tests, the number scored, and the completion percentage
5. From the **Actions** pull down menu on the right click on **Manually Score**

6. Select the **Class**, (School is already selected) you may filter more by clicking on **Status**, and **Item Type (**multiple choice or constructed response**)** from the filter on the left below class as applicable.

7. Select student that you want to score by clicking the down arrow by the student name.
8. Enter a score for each item by clicking on the corresponding radio buttons. *Note: each item must have a response before submitting the scores.*
9. You can also view **Response** or **Rubrics & Exemplars** for Constructed Response items scoring rubric and exemplars for all items
10. Click **Save** in the upper right hand corner when you are done