The timeline from Exam to posted grade:

Day 1:   Student takes exam in D2L with Software Secure proctoring.
Software Secure Receives notification that an exam has been completed and cues the
recordings for review
Instructor receives email notification that an exam has been completed and is ready to be
reviewed

Day 4:   On or before day 4, instructors will review the exam and post a grade in D2L for the student.
The instructor will also email Sarah with the exam score and, if the exam taken was the final exam, the
lesson average and final course grade, but they will **NOT** enter these grades in LRMS. (If this grade is
entered in LRMS at this point, it could trigger student records to send a transcript before we know if
there was any academic misconduct on the exam.) Instructors must include this note in the D2L exam
feedback: "Exam score is not official until the proctoring report has been reviewed."

Day 5:   IL Student Services receives an exam report from Software Secure
Student Services enters exam info into LRMS
Student Services forwards the proctor report to Sarah

Day 8:   On or before day 8, Sarah reviews the exam report.
If the exam was OK, Sarah posts the exam grade (and if the course is complete, the lesson
average and final grade) in LRMS
If the exam was suspicious, Sarah reviews the audio and video footage.
If the suspicious activity is determined to be ok, Sarah notes this in the student notes in
LRMS (and posts the lesson average and final grade if the exam taken was the
final exam).
If the suspicious activity is determined to warrant further investigation, Sarah notes this
in the student notes in LRMS, notifies the IL Program Manager at Extension via
email, and follows the DCS IL Academic Misconduct procedure.

How to Review an Exam taken in D2L

Log in to D2L and open the appropriate course.

Click on "Quizzes"

Make sure the blue line is positioned beneath "Manage Quizzes." Scroll down to the title of the exam to be reviewed, and click the arrow to the right of the exam name:

Click the link titled "Grade"

Make sure that you are viewing the "Users" tab. You can restrict the quiz records you see using the drop down menu. Scroll down to the student's name:

Click on the Quiz Attempt you wish to grade. Note: some exams allow for a retake under certain circumstances. If a student is taking an exam for the second time, select "attempt 2"

attempt 1	Jan 21, 2015 8:18 AM	14 / 18	77.78 %	☑
attempt 2	Jan 21, 2015 8:22 AM	17 / 18	94.44 %	☑
attempt 3 (in progress)	-	-	-	-
overall grade (highest attempt)		17 / 18	94.44 %	

Scroll down to review student answers. Some sections may be auto-graded. You can adjust scores to auto graded quizzes.

Question 1

Where should you look for important course updates from your instructor?

✓   ⦿ The news section on the course home page

    ○ Your e-mail

    ○ The discussion board

    ○ Since your assignments are computer graded, there is no instructor for your course.

Save Time
6:39 PM

Score

[1] / 1 (auto-graded)

› Expand question feedback
  ⓘ question feedback has been set

Review any non-auto graded questions and enter the score in the question point box:

Question 12

Where can you look to see how your grade is calculated?

➡ ✓ ☑ The **Grades** tab on the navigation bar

✓ ☐ The Dropbox

➡ ✗ ☐ The course syllabus

✓ ☐ Your D2L home page
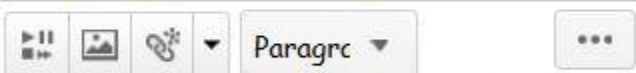
Save Time
6:29 PM

Score

0 / 1 (auto-graded)

˅ Collapse question feedback

Feedback

The **Grades** tab is a good place to look. You can also refer to the course syllabus.

If the quiz was set to give students immediate feedback, you can view that feedback by expanding the feedback window.

Once you have finished grading each section of the exam, scroll back up to the top of the page. Here, you can see how much time the student spent taking the exam and the final score. (The final score is automatically calculated based on the points earned for each question and recorded in the question score box.)

Be sure to click the save button before leaving the page.

Time Limit: 2:00:00 (not enforced)

Time Spent: 0:09:00

Grading Feedback

Auto-Grade

Final Score *
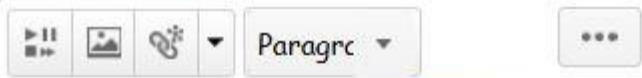
11   / 18

Student View Preview

11 / 18

Graded (G)

☑ ⍰

Attempt Feedback

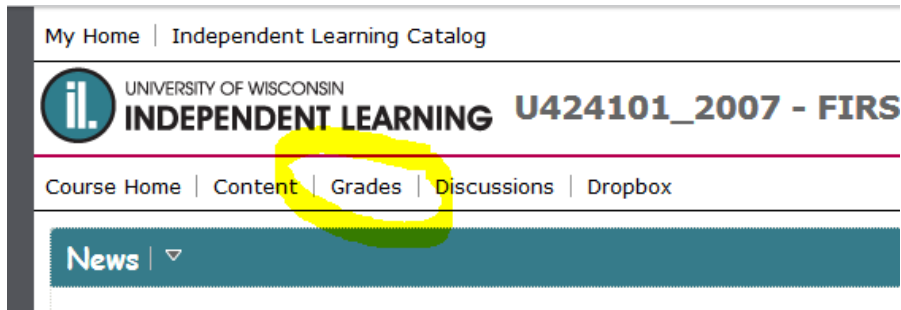Do not enter feedback here, as it will NOT be visible to the student.

Quiz Results

Save and Close   Save   Cancel

The score and feedback you enter here WILL NOT be visible in the Grades Tab or to the student.

Go to the D2L Grades Tab.

1.   Click on the Grades Tab. (Note that the order of the D2L tabs can vary by course.)
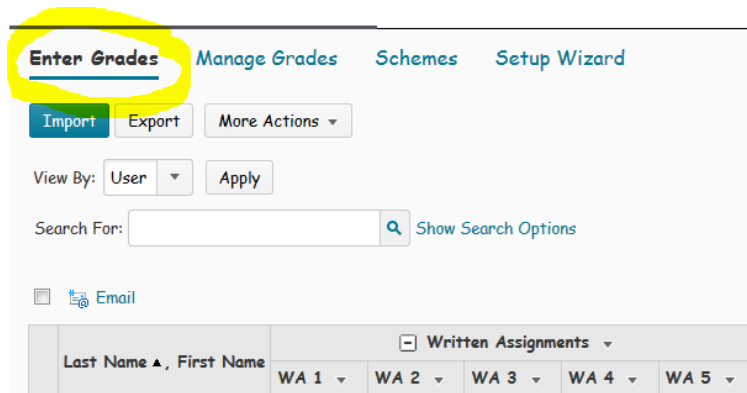
2.   Be sure that the blue line is under "Enter Grades." If your blue line is not under "Enter Grades," click on "Enter Grades" with your mouse.
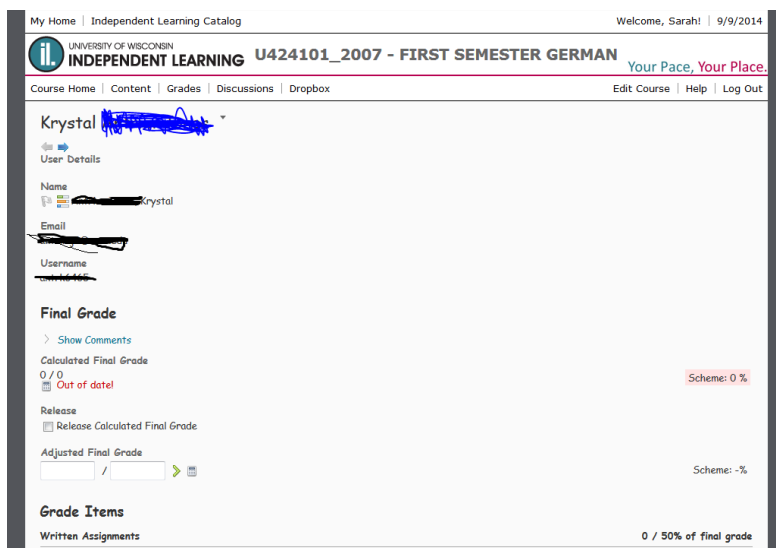
3.   Click on the student name. This will display the student's page.

4. Scroll down until you see the appropriate exam.

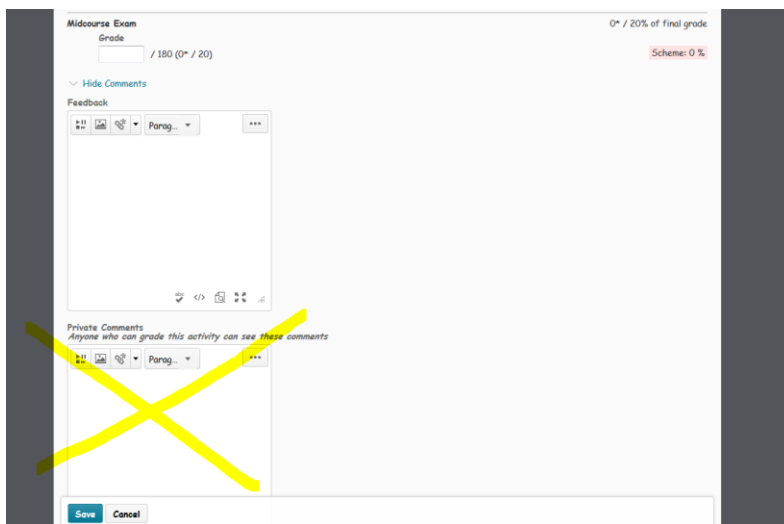5. Enter the grade in the grade box for the appropriate exam. Then, click "Show Comments."

6. Type exam feedback in the comment area. (This feedback process takes the place of exam reports that were submitted to DCS or student services in the past and any additional feedback that some instructors provided to students via email. The feedback should be general enough to ensure the security of the exam, but specific enough to help students understand what went well and which areas need more work.)
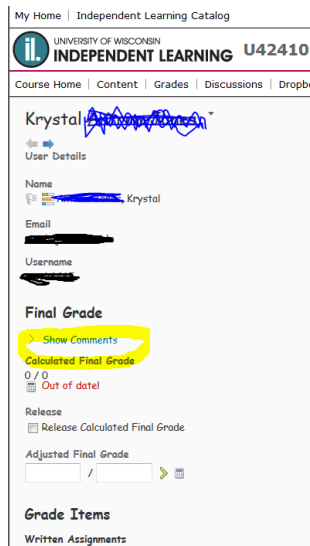

7. Any comments you type in the "Private Comments" area will not be visible to students. This is a useful place to leave information about exam oddities.
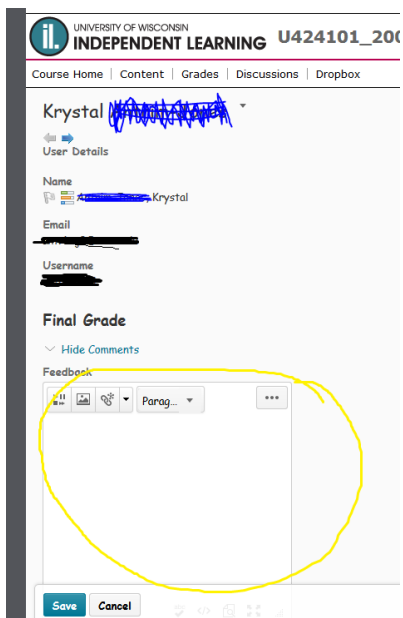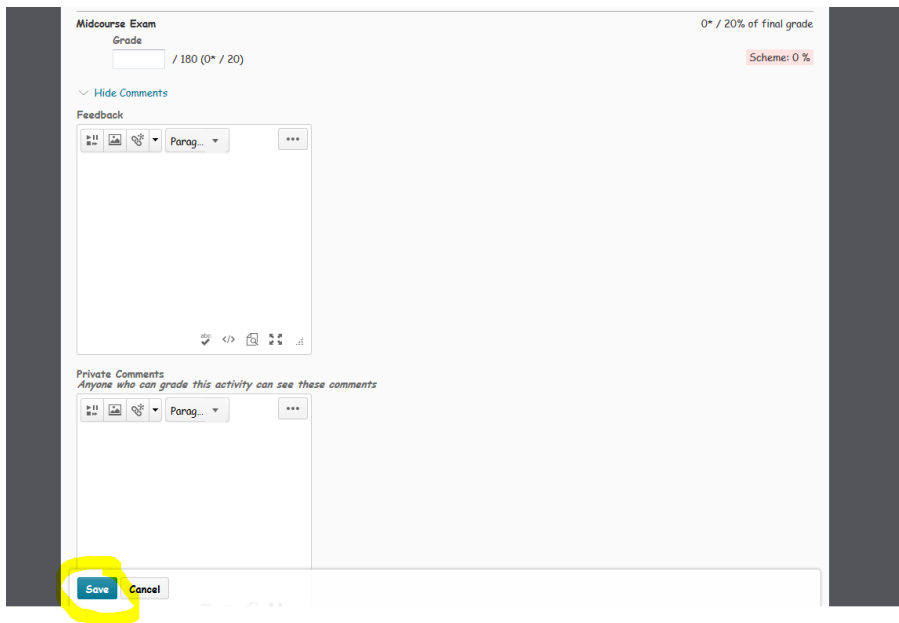
8. If the exam taken was the final exam, leave comments for students about their overall course performance. Click "Show Comments" under the final grade section.

9. Type your comments in the final grade comment section.

10. Remember to click "save" before you leave the page.

Log in to LRMS/LPV

Use "IL Student Search" to locate your student:

LRMS Partner View

EXTENSION
Continuing Education, Outreach & E-Learning

Main Menu

IL Student Search
IL Course/Roster Search
Change Password
Online IL Help Document

echnical questions, please contact UW-Extension toll free at 1-877-895-3276 or by e-mail at info@learn.uws
Our hours: Monday - Thursday 8:00 a.m. - 6:00 p.m. Friday 8:00 a.m. - 4:30 p.m.

Enter student information (name or registration ID) and click "search"

LRMS Partner View

Main Menu

EXTENSION
Continuing Education, Outreach & E-Learning

IL Student Search

Last Name:		First Name:	
E-Mail Address:		Registration ID:	
Registration Priority:	All / Not Active / Not Interested		

Search   Clear Search

Record Count: 0

| Last Name | First Name | Middle Name | Registration Priority |

If you have technical questions, please contact UW-Extension toll free at 1-877-895-3276 or by e-mail at info@learn.uwsa.edu
Our hours: Monday - Thursday 8:00 a.m. - 6:00 p.m. Friday 8:00 a.m. - 4:30 p.m.

Click on the student's registration ID to open the official grade record for your course

Registrations (1 of 1)

Registration ID	Course	Course Title	Credits
615098	U424-101	First Semester German	4

Enter the exam grade in the appropriate field and click "save"

Exams	Delivery Method	Received Date	Grade	Graded Date	Requested Date	Sent To Proctor Date	Written Date
Exam 1							
Final							
						Save Reset Cancel	

Remember to e-mail Sarah (skorpi@dcs.wisc.edu) the exam percentage, as well as the lesson average and the final course grade if the exam taken was the final exam. Please also indicate whether the student is eligible to retake the exam.

IMPORTANT: DO NOT enter the lesson average and final course grade in LRMS/LPV. This will be entered by Sarah once we receive confirmation from the proctoring company that there was no suspected academic misconduct during the exam.

Lesson Average	Final Grade