

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.

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How to Review an Exam taken in D2L

Log in to D2L and open the appropriate course.

Click on "Quizzes"

The screenshot shows the top navigation bar of a D2L course page. On the left is the University of Wisconsin logo. The text reads "UNIVERSITY OF WISCONSIN INDEPENDENT LEARNING U424101\_2014 - FIRST SEMESTER GERMAN". Below this is a horizontal menu with the following items: "CONTENT", "DISCUSSIONS", "DROPBOX", "QUIZZES", "GRADES", "CLASSLIST", and "MORE TOOLS". The "QUIZZES" item is highlighted with a yellow background. At the bottom left, there is a "News" dropdown menu.

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:

The screenshot shows the 'Manage Quizzes' page for 'UNIVERSITY OF WISCONSIN INDEPENDENT LEARNING U42410'. The 'Manage Quizzes' link is highlighted with a yellow circle. Below it are buttons for 'New Quiz', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' option is also visible. The 'Current Quizzes' section lists several quizzes, each with a checkbox and a dropdown arrow. The 'Introductory Information' quiz is highlighted with a yellow circle, and its dropdown arrow is also highlighted.

Click the link titled "Grade"

This close-up shows the dropdown menu for the 'Midcourse Exam: Reading' quiz. The 'Grade' option, represented by a checkmark icon, is highlighted with a yellow circle. Other options in the menu include 'Edit', 'Preview', 'Reports', and 'Statistics'.

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”

<input checked="" type="checkbox"/> attempt 1	Jan 21, 2015 8:18 AM	14 / 18	77.78 %	<input checked="" type="checkbox"/>
<input type="checkbox"/> attempt 2	Jan 21, 2015 8:22 AM	17 / 18	94.44 %	<input checked="" type="checkbox"/>
<input type="checkbox"/> 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

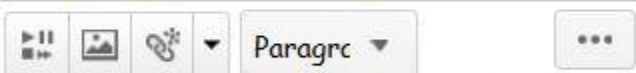
6:29 PM

Score

0 / 1 (auto-graded)

✓ Collapse question feedback

Feedback

 Paragrc ▾

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 \*

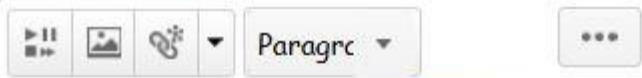
11 / 18

Student View Preview

11 / 18

Graded (G)

### Attempt Feedback

 Paragrc ▾

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

abc ✓ </> 🔍 🗑️ 📊

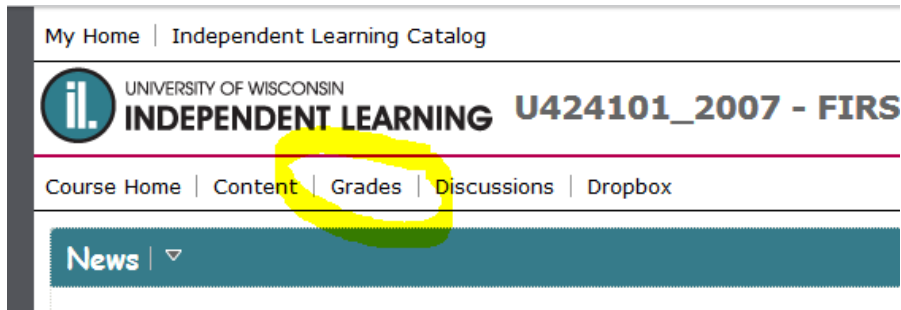
### Quiz Results

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.)



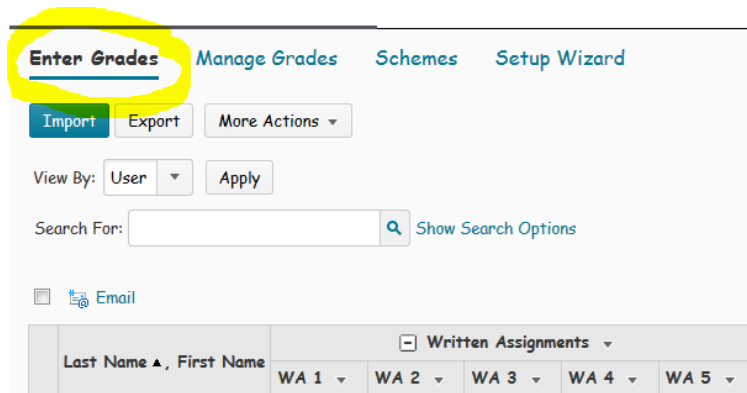
My Home | Independent Learning Catalog

UNIVERSITY OF WISCONSIN  
**INDEPENDENT LEARNING** U424101\_2007 - FIRS

Course Home | Content | **Grades** | Discussions | Dropbox

News | ▾

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.



**Enter Grades** | Manage Grades | Schemes | Setup Wizard

Import | Export | More Actions ▾

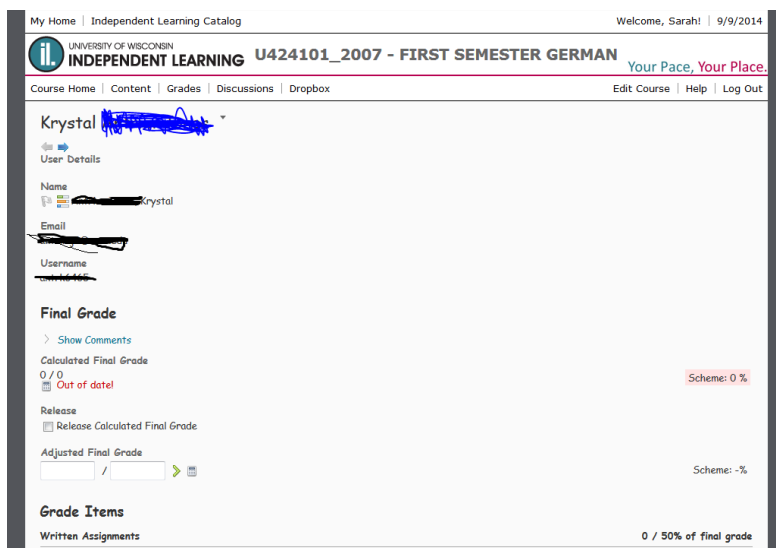
View By: User ▾ | Apply

Search For:  | Show Search Options

Email

Last Name ▲, First Name	Written Assignments ▾				
	WA 1 ▾	WA 2 ▾	WA 3 ▾	WA 4 ▾	WA 5 ▾

3. Click on the student name. This will display the student's page.



My Home | Independent Learning Catalog | Welcome, Sarah! | 9/9/2014

UNIVERSITY OF WISCONSIN  
**INDEPENDENT LEARNING** U424101\_2007 - FIRST SEMESTER GERMAN | Your Pace, Your Place.

Course Home | Content | Grades | Discussions | Dropbox | Edit Course | Help | Log Out

**Krystal** ▾

User Details

Name: ~~██████████~~ Krystal

Email: ~~██████████@██████████.edu~~

Username: ~~██████████~~

**Final Grade**

Show Comments

Calculated Final Grade: 0 / 0 | Out of date! | Scheme: 0 %

Release:  Release Calculated Final Grade

Adjusted Final Grade:  /  | Scheme: - %

**Grade Items**

Written Assignments: 0 / 50% of final grade

4. Scroll down until you see the appropriate exam.

Written Assignment 13 0\* / 3.85% of final grade  
Grade  / 218 (0\* / 15.38) Scheme: 0 %  
Associated with the dropbox folder "Written Assignment 13"  
> Show Comments

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Midcourse Exam 0\* / 20% of final grade  
Grade  / 180 (0\* / 20) Scheme: 0 %  
> Show Comments

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Final Examination 0\* / 30% of final grade  
Grade  / 170 (0\* / 30) Scheme: 0 %  
> Show Comments

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

Written Assignment 13  
Grade  / 218 (0\* / 15.38)  
Associated with the dropbox folder "Written Assignment 13"  
> Show Comments

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Midcourse Exam  
Grade  / 180 (0\* / 20)  
> Show Comments

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Final Examination  
Grade  / 170 (0\* / 30)  
> Show Comments

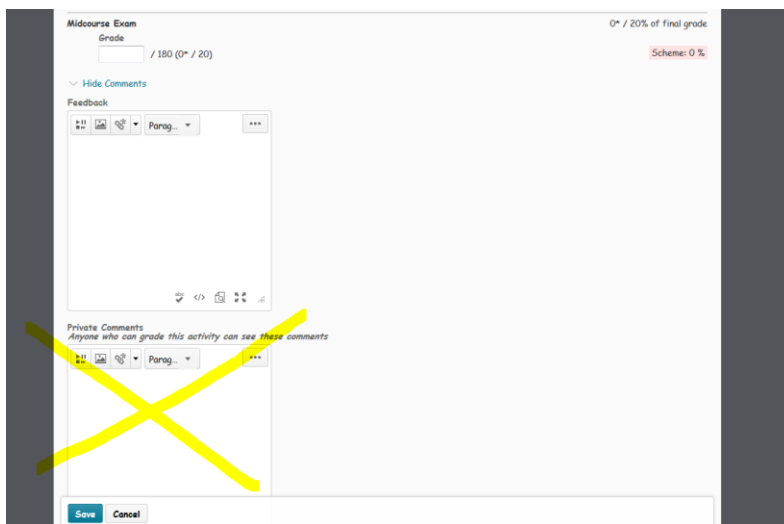


- Type exam feedback in the comment area. (This feedback process takes the place of exam reports that were submitted to DCS or student services in the past and any additional feedback that some instructors provided to students via email. The feedback should be general enough to ensure the security of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



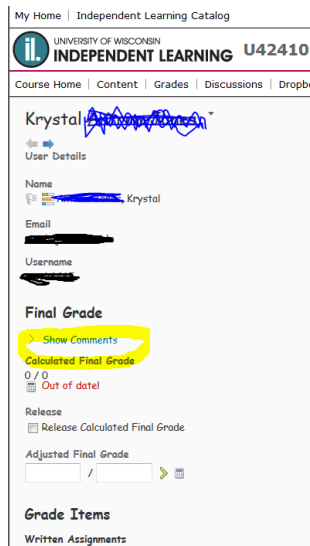
The screenshot shows the 'Midcourse Exam' interface. At the top, it displays 'Grade' as '0\* / 180 (0\* / 20)' and 'Scheme: 0 %'. Below this is a 'Hide Comments' link. The 'Feedback' section is highlighted with a yellow circle and contains a rich text editor with a toolbar (bold, italic, link, unlink, paragraph) and a text area. Below the Feedback section is the 'Private Comments' section, which is not highlighted. At the bottom, there are 'Save' and 'Cancel' buttons.

- 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.

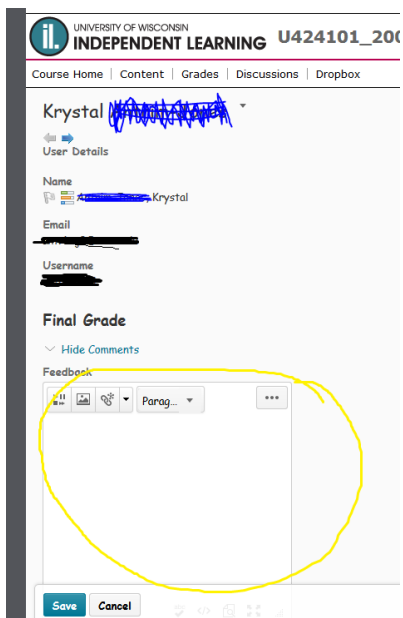


The screenshot shows the same 'Midcourse Exam' interface as above. The 'Private Comments' section is crossed out with a large yellow 'X', indicating that comments in this area are not visible to students. The 'Feedback' section and the 'Save' and 'Cancel' buttons are visible.

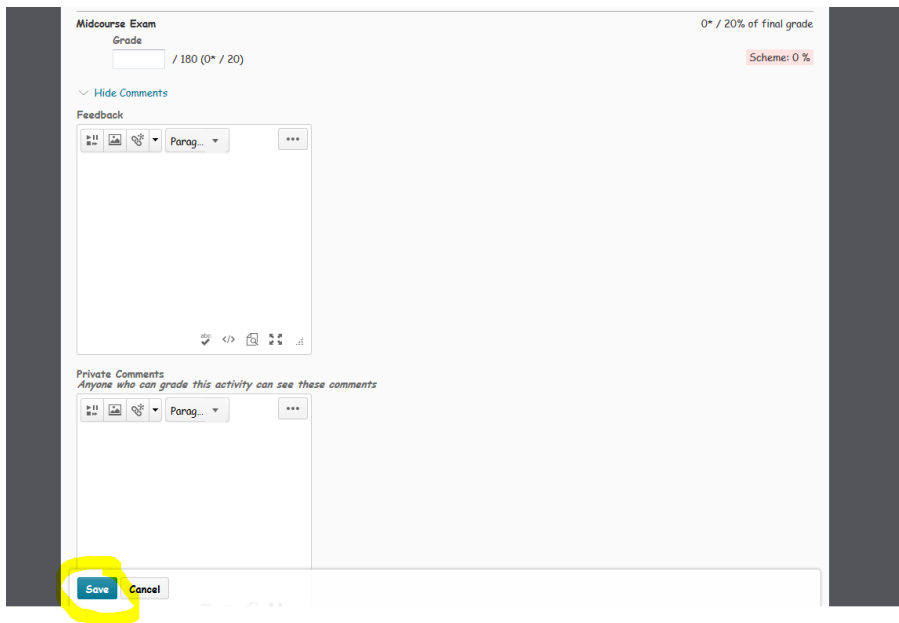
- If the exam taken was the final exam, leave comments for students about their overall course performance. Click "Show Comments" under the final grade section.



- Type your comments in the final grade comment section.



10. Remember to click “save” before you leave the page.



The screenshot shows a 'Midcourse Exam' interface. At the top right, it displays '0% / 20% of final grade' and 'Scheme: 0 %'. Below this, there is a 'Grade' section with a text input field containing '0\*' and a label '/ 180 (0\* / 20)'. A 'Hide Comments' link is visible. The main area contains two 'Feedback' sections, each with a rich text editor toolbar (including icons for bold, italic, link, and paragraph) and a large text area. At the bottom left, a 'Save' button is highlighted with a yellow circle, next to a 'Cancel' button.

Log in to LRMS/LPV



The screenshot shows the 'LRMS Partner View' login page. At the top, it says 'LRMS Partner View' in a blue header. Below that is the 'UW Extension' logo with the tagline 'Continuing Education, Outreach & E-Learning'. The main heading is 'Logon Page'. There are two input fields: 'User Name:' with the value 'korpi' and 'Password:' with a masked password '.....'. A blue link for 'Forgot Password ?' is located below the password field. A blue 'Logon' button is highlighted with a yellow circle. At the bottom, there is contact information: '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](mailto:info@learn.uwsa.edu). Our hours: Monday - Thursday 8:00 a.m. - 8:00 p.m. Friday 8:00 a.m. - 4:30 p.m.'

Use "IL Student Search" to locate your student:

**LRMS Partner View**

**UW Extension**  
Continuing Education, Outreach & E-Learning

**Main Menu**

- [IL Student Search](#)
- [IL Course/Roster Search](#)
- [Change Password](#)
- [Online IL Help Document](#)

For technical questions, please contact UW-Extension toll free at 1-877-895-3276 or by e-mail at [info@learn.uws.edu](mailto:info@learn.uws.edu)  
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**

**UW 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

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.uws.edu](mailto:info@learn.uws.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
<a href="#">615698</a>	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							<input type="text"/>
Final							<input type="text"/>

Remember to e-mail Sarah ([skorpi@dcs.wisc.edu](mailto: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
<input type="text"/>	<input type="text"/>