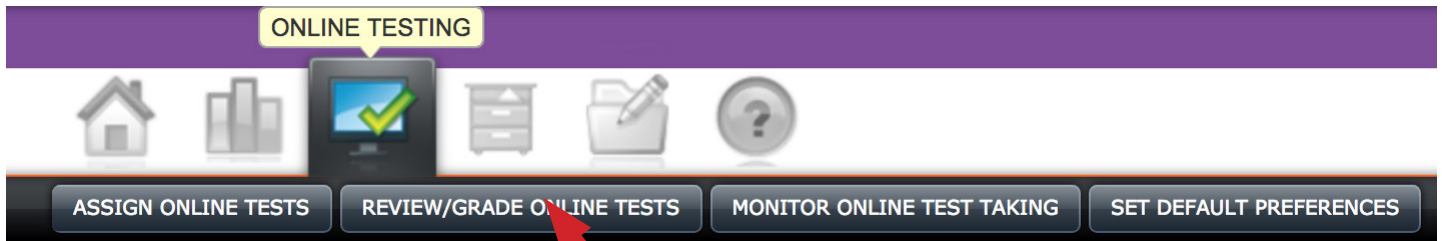


## FOSSmap Tutorial 4—Coding Completed Tests

1. Go through FOSSweb to get to FOSSmap, then click on the icon for online testing as you did when you were assigning a test. Then click on “Review/Code Online Tests.”



2. When the page refreshes, scroll the page up to get to a list of tests that have been assigned and completed. If all of the students have taken the test, you will see a “review” button which you can click on to begin coding.

The screenshot shows the 'Review Test Assignments' page. At the top, there are buttons for 'Review Test Assignments', 'SHOW DEACTIVATED: OFF', 'EXPORT TEST ASSIGNMENTS', and 'EXPORT STUDENT SESSIONS'. Below these is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following columns: Assigned, Test, Teacher, Class, NS, IP, PR, Fini, Code, and Students. The table contains two rows of data. The second row has a 'Review' button in the PR column, which is highlighted by a red arrow.

Assigned	Test	Teacher	Class	NS	IP	PR	Fini	Code	Students
13-Jun-18	I-Check 2 Structures of Life (NG)	Long Kathy	Example Classes	0	0	1	0	001K64YE	
12-Jun-18	I-Check 1 Structures of Life (NG)	Long Kathy	Test Class	5	0	<a href="#">Review</a>	0	001ANKD	

3. When you arrive on the next page, click on the buttons so that you will be coding by item, and coding the manually graded items only. You can look at all items at any time, but we highly recommend coding by item. This will go faster than coding by student, and your coding will be much more consistent.

The screenshot shows the 'Assignment Reviewer' page. At the top, there is a 'Test Info' section with a 'Back to Assignment List' button. The 'Test name' is 'I-Check 3 Structures of Life (NG)' and the 'Teacher' is 'Reviewer K5, Cali...' and the 'Class' is 'California Grade 3'. The 'Grade by' section has three options: 'Student', 'Item', and 'Manually Graded Only'. The 'Item' radio button and the 'Manually Graded Only' checkbox are both checked. The 'Filter Student By' dropdown is set to 'All (20)'. The 'Select Student to Review' dropdown is set to 'B, Abbey'. Red arrows point to the 'Item' radio button and the 'Manually Graded Only' checkbox.

4. When the page refreshes you are ready to start coding. In this example, one student's answer is showing on the page. You will read the student's answer and then code the answer at the right by clicking on the code you want to assign, then clicking "Apply Code."

The screenshot shows a software interface for managing student work. At the top, there is a 'Test Info' section with 'Test name: Middle School Module Question Mix', 'Code by: Student', and 'Teacher: Long, Kathy - Class: Dave Sample'. Below this is a 'Student List (8)' sidebar with names like Billy, Brenda, Brent, Christopher, Cindy, Elizabeth, Hannah, and Joe. The main area is 'Item Detail and Answers', showing a question about drawing a food web with a list of organisms: Ant, Gopher, Grass, Lizard, Bacteria, and Hawk. On the right, there is a 'Coding and Feedback for Item' panel with a dropdown menu showing '0 out of 1' and a blue 'Apply Code' button with an arrow pointing to it. Below that is an 'Overall Test Feedback' section.

Most times, the page will refresh and take you to the next student automatically. If that does not happen, simply click on the next student in the left sidebar. If the student needs to answer two parts that require text boxes, the second answer will be highlighted with a red box. You will need to click inside that red box in order to activate the "apply code" buttons.

5. When you have finished coding all of the students, you will get a pop up box similar to this. In most cases, the box will let you know that you have finished coding all students and that there are other students as well ready to be submitted. Click "Yes" to submit all students and then you are ready to close this window and start looking at reports! NOTE: It can take a few minutes to process all the codes to prepare the reports. So if the reports don't pop up immediately, wait a few minutes and try again.

The screenshot shows a confirmation dialog box with a close button (X) in the top right corner. The text inside the box reads: "All questions for all pending students have now been graded. Would you like to submit their results to generate an overall score in Reporting?" Below the text are two buttons: "Yes" and "No".