

### Key Concepts:

**Grade Assessments**  
**Add Comments to Assessment Submissions**  
**Score Adjustments**

### Grade Assessments:

Many assessment questions types are automatically graded by the system, however there are a few question types such as Short Answer and File Upload that cannot be graded by the system automatically. To grade assessments with these question types in them follow these steps:

**Step 1:** In the menu bar of the site, click [\[Assessments\]](#).

**Step 2:** Click the [\[Scores\]](#) button underneath the published assessment you wish to view the scores for.

**NOTE: If multiple submissions were allowed for an assessment, you may select the drop-down list to view grades by Highest Submission or by All Submissions at the top of the screen.**

**Step 3:** Click on the individual's name or submission ID to view question responses.

**Step 4:** Find the questions that were not automatically graded. Read the response given and determine how many points the response is worth.

**NOTE: To view and grade the entire site's responses for an individual question, click [\[Questions\]](#).**

**Step 5:** Type the points awarded into the text box above the question.

**Step 6:** Once all questions have been graded, click [\[Update\]](#) at the bottom of the screen.

### Add Comments to Assessment Submissions:

Users may add comments to assessment submissions either on a per question basis or on the assessment as a whole. To add comments follow these steps:

**Step 1:** In the menu bar of the site, click [\[Assessments\]](#).

**Step 2:** Click [\[Scores\]](#) underneath the published assessment for which you wish to view the scores.

**NOTE: If multiple submissions were allowed for an assessment, you may select the drop-down list to view grades by Highest Submission or by All Submissions at the top of the screen.**

**Step 3:** Click on the individual's name or submission ID to view question responses.

# Grading Assessments

**Step 4:** Each question will have a comment box underneath it. Add comments to an individual question in the text box provided.

**Step 5:** Click [Update] to save your comments.

Alternately you may give comments on the assessment submission as a whole. To do this, follow these steps:

**Step 1:** In the menu bar of the site, click [Assessments].

**Step 2:** Click the [Scores] button underneath the published assessment you wish to view the scores for.

**Step 3:** In the scores screen type your comments in the comments text box next to the Final Score.

**Step 4:** Click [Update] to save your comments.

## Score Adjustments:

Users may adjust the score for an individual's assessment. To adjust the score follow these steps:

**Step 1:** In the menu bar of the site, click [Assessments].

**Step 2:** Click [Scores] underneath the published assessment for which you wish to view the scores.

**Step 3:** In the Adj column next to the Total Score, enter the amount of points you want to add to the score.

**Step 4:** Click [Update] to save the added points.

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto:tracs@txstate.edu).

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>.

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822