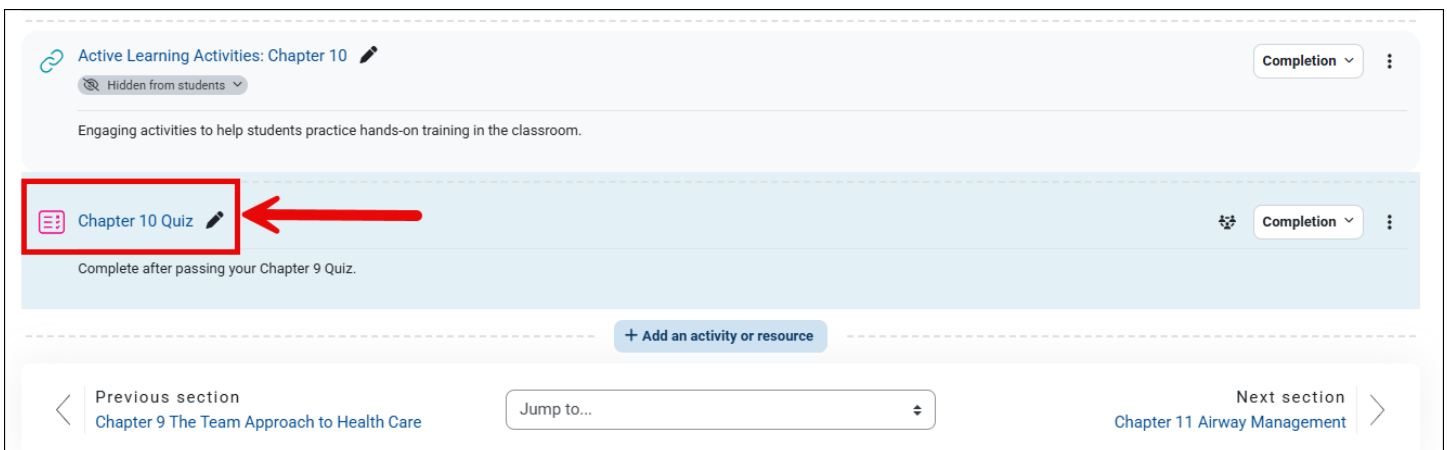


## How to Use the Regrade Function

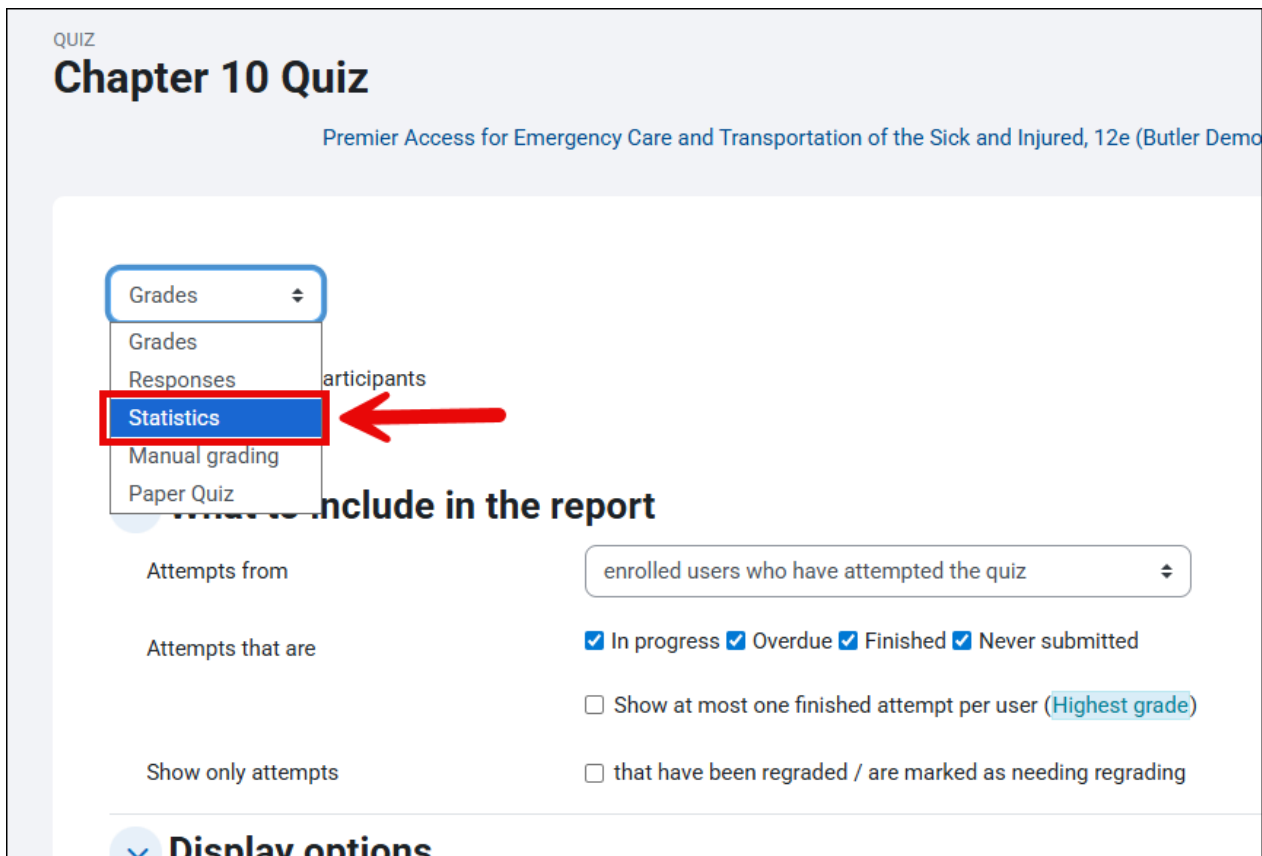
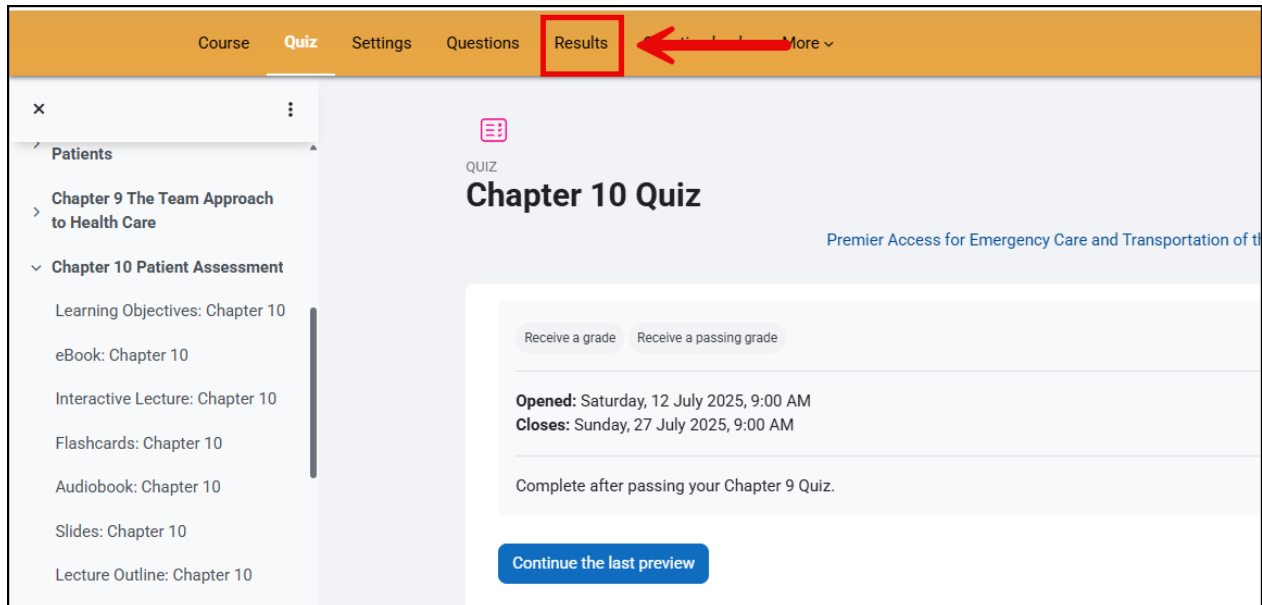
*This document provides directions on how to use the regrade function in Navigate. It covers how to edit quiz questions and answers that have already been completed by students and how to regrade based on any changes made to the quiz, including changes to full or partial credit for certain answers.*

1. Begin by navigating to and clicking on the quiz for which you would like to make changes before regrading.



The screenshot displays the 'Active Learning Activities: Chapter 10' section in the Navigate interface. At the top, there is a link icon, the text 'Active Learning Activities: Chapter 10', and a pencil icon. Below this is a 'Hidden from students' dropdown menu and a 'Completion' dropdown menu with a three-dot menu icon. The main content area contains the text 'Engaging activities to help students practice hands-on training in the classroom.' Below this, the 'Chapter 10 Quiz' is listed with a red box around the quiz icon and a red arrow pointing to it. To the right of the quiz title is a 'Completion' dropdown menu and a three-dot menu icon. Below the quiz title is the text 'Complete after passing your Chapter 9 Quiz.' At the bottom of the main content area is a '+ Add an activity or resource' button. The footer contains navigation links for 'Previous section' (Chapter 9 The Team Approach to Health Care) and 'Next section' (Chapter 11 Airway Management), along with a 'Jump to...' dropdown menu.

2. Click on the **Results** menu option at the top of the page, then choose **Statistics** settings from the dropdown menu.



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3. Scroll down to the **Quiz structure analysis** section. This table displays a report of how each individual question was answered. Click on the **Question Name** of the question that needs to be adjusted.

Quiz structure analysis			
Download table data as		Comma separated values (.csv) ▾	Download
Q#			Question name
1	☰	🔍 ✎	A 29-year-old male with a head injury opens his eyes when you speak to him, is confused as to the time and date, and is able to move all of his extremities on command. His Glasgow Coma Scale (GCS) score is:
2	☰	🔍 ✎	A blood pressure cuff that is too small for a patient's arm will give a:
3	☰	🔍 ✎	A patient's short-term memory is MOST likely intact if they correctly answer questions regarding:
4	☰	🔍 ✎	A properly sized blood pressure cuff should cover:
5	☰	🔍 ✎	After performing a primary assessment, a rapid exam of the body should be performed to:

**Statistics for question positions**

4. The next page displays the Question Information, Question Statistics, and the Analysis of Responses, which indicates the percentage of students that selected something other than the correct response, marked as 100%. In the **Question Information** section, click on the **Pencil** icon next to the **Question Name**.

Question information	
Quiz	Chapter 10 Quiz
Question name	A patient's short-term memory is MOST likely intact if they correctly answer questions regarding 
Question type	☰ Multiple choice ☰
Position(s)	3
A patient's short-term memory is MOST likely intact if they correctly answer questions regarding:	

5. Make any necessary changes to the question such as assigning partial credit to a different response, adjusting the text of the question, or assigning complete credit to another response. Click on **Save Changes** at the bottom of the page.

Question name ! A patient's short-term memory is MOST likely intact if they

Question text ! Edit View Insert Format Tools Table Help

A patient's short-term memory is MOST likely intact if they correctly answer questions regarding:

14 words Build with tinyMCE

Answers

Choice 1

Grade None

Click to assign full, partial, or no credit for each answer.

Feedback

Choice 2

> Multiple tries

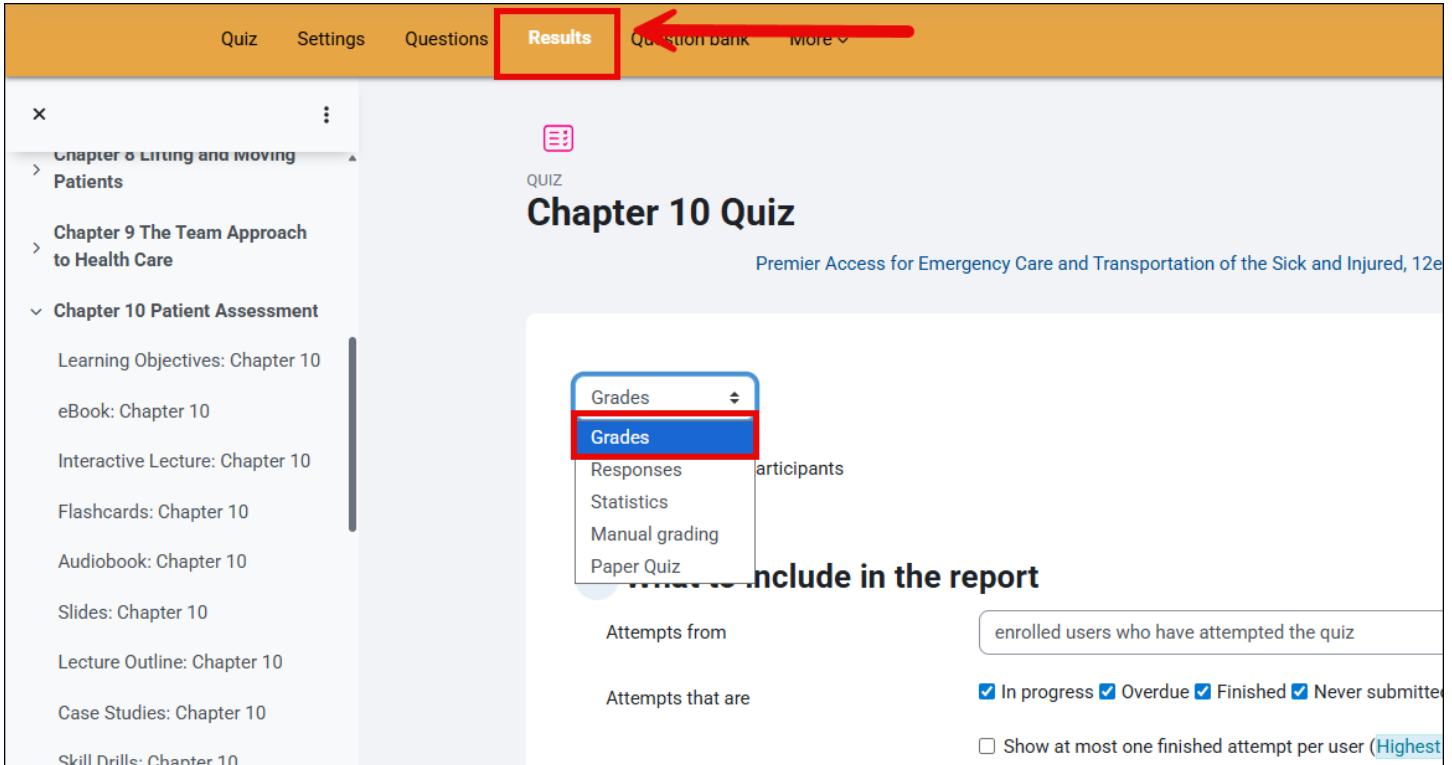
> Tags

Save changes and continue editing Preview

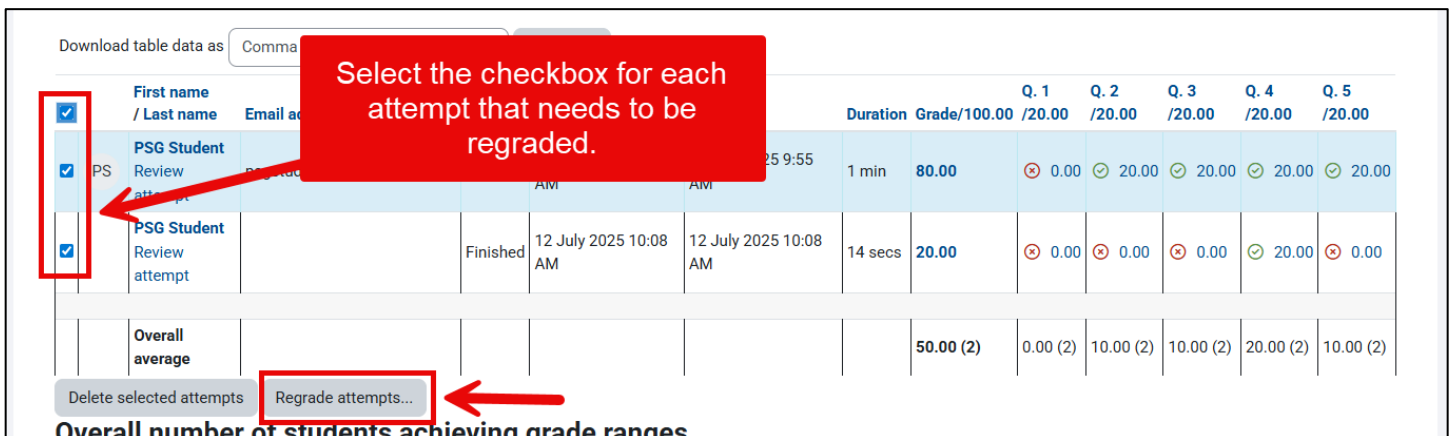
Save changes Cancel

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6. Your changes will not automatically adjust any scores and acts as a safeguard should more editing be necessary. When you're ready to regrade student attempts to reflect your updates, click on the **Results** menu option at the top of the page, then choose **Grades** settings from the dropdown menu.



7. Scroll down to find the attempts on the quiz/exam. Select the checkboxes for each attempt that needs to be regraded. If all attempts need to be graded, use the select all box to check all attempts displayed on the page. Click **Regrade attempts**.



8. A menu will appear that will allow you to switch between all attempts and the attempts that were selected. From here you can also regrade all questions or select specific questions to regrade. Select **Dry run** to preview the changes before saving. Choosing **Regrade now** will update the attempts and questions selected.

You have the option to regrade all questions or select specific questions to regrade.

Dry run will allow you to preview the new grades. Regrade now will update the attempts and questions selected.

9. After selecting **Regrade now**, the system will start processing the update. This may take a few moments to complete, and you will see a progress bar.

Regrade completed

Grades

Finished regrading (2/2) 100%

Continue