






Access the video tutorial on this topic here: <https://performancematters.wistia.com/medias/20jtgkcl0j>

Once you save a test that contains items with human-scored interactions and rubrics, student response scoring is enabled with default settings.

 You should configure the scoring assignment before any students take the test. The number of scorers assigned to each item cannot be changed once test-taking has begun.

Follow these steps to view and configure the scoring assignment.

1. Search for the scoring assignment using the global search tool.
2. Select  for the desired scoring assignment.

 You can also access student response scoring directly from the test by clicking on the Scoring button.

3. If desired, update the scoring assignment title.



4. Click More Details to show the scoring assignment settings.




5. If desired, update the scoring assignment description.



6. Determine the dates scoring should start and finish.



 For the most efficient process, the start date should be the start date of the test and the end date at least a month after the testing window ends. These suggested dates are automatically set based on the test administration window default of one month. If a test administration window is changed, the end date for the existing scoring assignment is extended one month past the new end date of the test administration window.

7. Determine who should score the student responses.




- Roster None - select for no specific determination on which students a scorer will score
- Roster Exclude - select to ensure teachers cannot score their own students
- Roster Include - select to ensure teachers can only score their own students
- Limit to School - select to ensure teachers can only score students in their school(s)





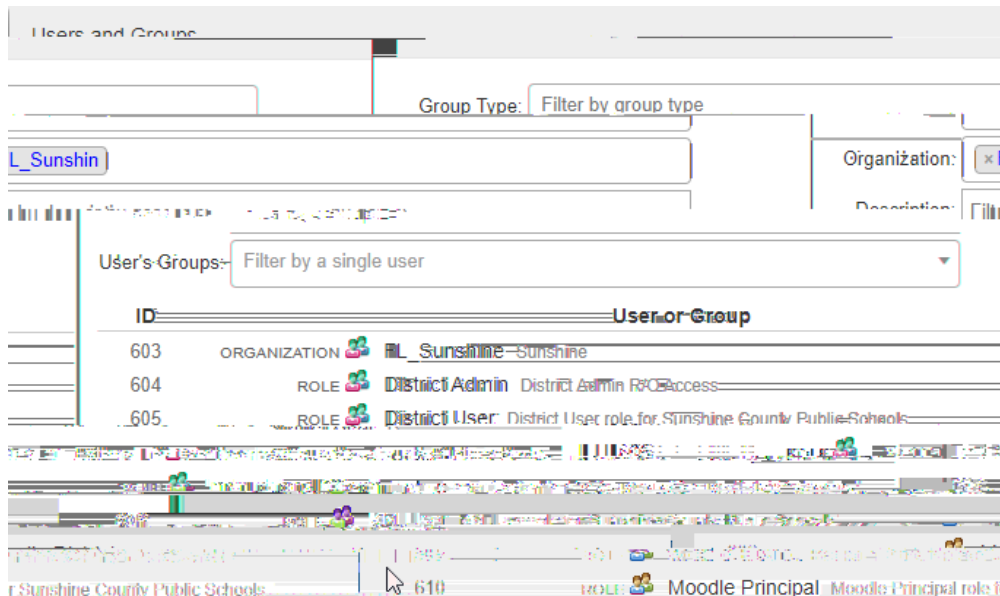
- 8.
 - Blind Scoring - select to ensure scorers will not be able to view student names






 Users listed as scorers in the scoring assignment do not require permissions to be in place, and they will automatically have the ability to view/score if listed as a scorer.

To assign permissions, follow these steps:

1. Click  to display the Permissions window. It displays the current users or groups with permissions to this object.
2. Click .



3. Select from the Users and Groups window to grant permissions.
 1. Search for the user and/ or group by using the Group Type, the Organization, the Description, or User's Groups (role) searches.
 2. Click the user's or group's row.
 You can use the Ctrl or Cmd key to make multiple selections.
 3. Click  to save changes.
4. Determine the level of permissions for each new user and/or group by selecting the box corresponding to the permission level. Permission Levels describes each option.
5. Click .

Depending on which objects are addressed, permissions can include:

- read - Users can preview the object.
- copy - Users have read permission and can also copy the object.
- update - Users have copy permission and can also update the object information.
- admin - Users have update permission and can also delete and assign permissions. These users will have administrative rights to the site that override any other permission settings and menu security settings. These users will have access to all objects in the site.
- access - Users can access the data for reporting.
- report - Users can access the reports associated to this object.
- high_stakes_admin - Users have access to any objects with high stakes attributes.
- file_uploader - Users can upload files