



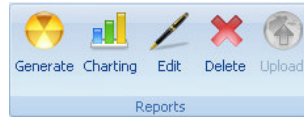
# CPS Quick Step Guide

## Re-Grade Questions

1. **Select the assessment** you would like to re-grade.



2. Click **Edit** in the Reports group



. The CPS Assessment Options window appears.

3. Click the **Re-Grade Questions** button



. The CPS Re-Grade Assessments window appears.

The screenshot shows the 'CPS - Re-grade Assessments' window. It has two tabs: 'Correct Answers' (selected) and 'Apply Categories'. Below the tabs, there is a table with columns for answer options A(T/Y), B(F/N), C, D, E, F, G, H, and Omit. Each row represents a question, showing the number of responses and the percentage for each option. A 'Classroom Participation Incentive' slider is at the bottom.

	A(T/Y)	B(F/N)	C	D	E	F	G	H	Omit
Question 1 6 Responded	<input checked="" type="checkbox"/> 2 (33%)	<input type="checkbox"/> 2 (33%)	<input type="checkbox"/> 1 (17%)	<input type="checkbox"/> 1 (17%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 2 3 Responded	<input type="checkbox"/> 0 (0%)	<input checked="" type="checkbox"/> 3 (100%)	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 3 3 Responded	<input type="checkbox"/> 1 (33%)	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/> 0 (0%)	<input checked="" type="checkbox"/> 2 (67%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 4 2 Responded	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/> 0 (0%)	<input checked="" type="checkbox"/> 2 (100%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Question 5 4 Responded	<input type="checkbox"/> 0 (0%)	<input type="checkbox"/> 1 (25%)	<input checked="" type="checkbox"/> 1 (25%)	<input type="checkbox"/> 2 (50%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Re-Grade Assessments Window*

4. The Correct Answers tab contains each question included in the session with a distributed number and percentage representing which answer options the class selected.
5. The correct answers that were previously selected will be represented by a check in each question's answer option box.
6. **Click the boxes for one or more acceptable answer options** to change the correct answer (or accept more than one answer). Click the omit box to exclude that particular question from being calculated in the grading process.
7. Click **OK** to save your changes and return to the CPS Assessment Options window.
8. Click **OK** in the CPS Assessment Options window to return to the *Report>Reports* tab.

