



# 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.



For each question in this Session use the check boxes to change the correct answer, make multiple answers correct or omit the question from the scoring process entirely.

	A(T/Y)	B(F/N)	C	D	E	F	G	H	Omit
<b>Question 1</b> 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"/>
<b>Question 2</b> 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"/>
<b>Question 3</b> 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"/>
<b>Question 4</b> 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"/>
<b>Question 5</b> 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"/>

Classroom Participation Incentive  
This assessment was graded using a classroom participation incentive of: 0.0 Please select your new incentive below if this is not correct.

-1.0 -0.8 -0.6 -0.4 -0.2 0.0 0.2 0.4 0.6 0.8 1.0

OK Cancel

*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.

