

Release Results to Students

Releasing results is a quick and easy way to show students how they performed on a recent exam.

This document walks you through the process of releasing exam results to the students. Students can access their exam results through the secure ExamSoft portal. You can choose to let them see score only, incorrect answers only or the entire exam.

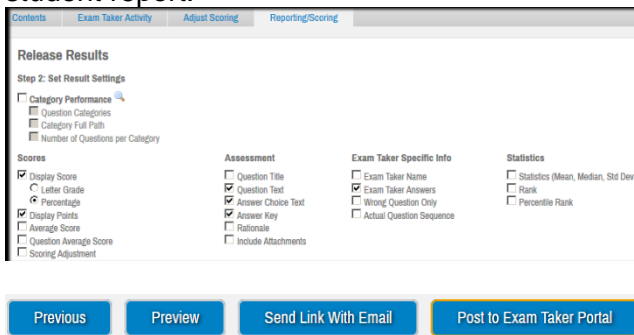
1. Navigate to the **Assessments** tab.
2. In the Assessment desired, select **Release Results**.



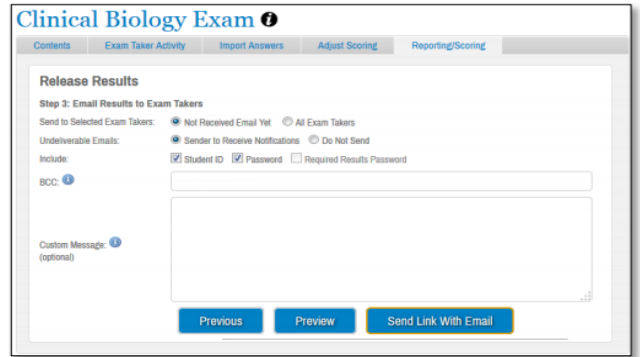
3. Select the ExamTakers and click **Next**.
(Scroll to the bottom of page find Next button.)

Exam Taker ID	Last Name	First Name	Email	Score	Email Sent	
<input type="checkbox"/>	20001	Cassidy	Dearne	dcassidy@examsoft.com	8.33%	11/13/2011 3:38 PM
<input checked="" type="checkbox"/>	20002	Rust	Amber	arust@examsoft.com	50%	
<input checked="" type="checkbox"/>	20003	Wyatt	Christine	cwyatt@examsoft.com	83%	
<input checked="" type="checkbox"/>	20004	Knotts	Ken	knknotts@examsoft.com	92%	
<input checked="" type="checkbox"/>	20005	Haney	Mark	mhaney@examsoft.com	78%	

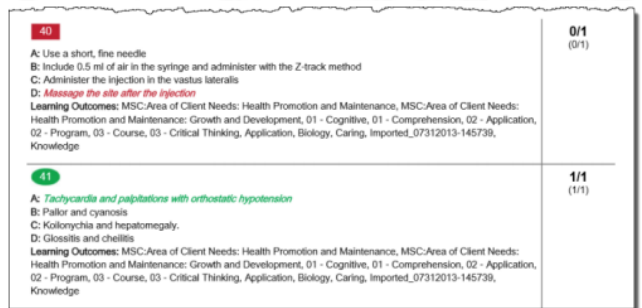
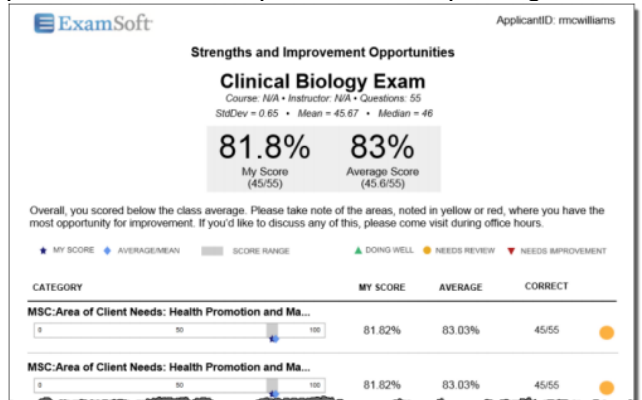
4. Select the options desired to appear on the student report.



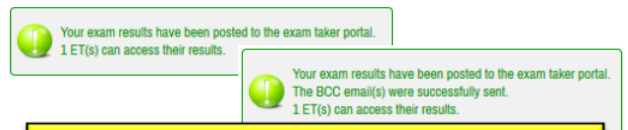
5. Click **Preview** to download and view a copy of the report prior to releasing results to students.
6. Click **Post to Exam Portal** to immediately post results to the Exam Taker Portal
7. Click **Send Link with Email** to send a link to the report in a customized email to Exam Takers. Clicking **Preview** will allow you to preview the email being sent out.



This report is also known as the **Strengths and Improvement Opportunities Report**. The user can include the top 25 categories in the report or select desired categories. This report shows an individual Exam Taker's exam and category performance on a specified exam posting.



A confirmation will appear when the results post successfully and when emails have been sent.



If the user releases results a second time, the first copy of the results will be removed. So, if the results are released to just one student a second time, all other students will not be able to see their originally released results.

Notes.

"Post to Exam Taker Portal" - posts the results to the portal and does not send an email to students letting them know that the report is available. You would have to inform your students to go to the ExamSoft portal to retrieve the report.

"Send Link with email" - enables you to send a customized email to your students along with a link to the portal to access the report. The email cannot be previewed before it is sent, however you will be able to BCC yourself so that you can get a copy of the email that your students receive.

Adjusting Scoring

If you release results and then make adjustments to the scoring you will not need to re-release the scores. The report is generated when the student views the report so it will reflect any score adjustments.