

OVERVIEW AND CREATING A MASTERY RETAKE ASSIGNMENT

When assigning to students, the **Retake Assignment Option** allows teachers to set a **Mastery Level** for students to achieve. If Mastery is not achieved, teachers can have the assignment AUTOMATICALLY re-assigned to students with the entire assignment questions or just those they didn't answer correctly. This feature is not available with the Create Assignment Link option used to connect to your LMS.

ASSIGN TO STUDENTS

1. From the Teacher Center, click on **Assignments**
2. Click on the Assign/Monitor icon to the right of the assignment
3. Choose the **Initial Assignment Options**: Mode & Availability Options. These settings are for the Original assignment students will take.



Assignment Settings
Initial Assignment Options ?
 Modes: ☒ Open ☐ Quiz ☐ Offline
 Availability Options: ☒ Always ☐ From/To
☐ Allow Student to Upload Files
☐ Timed
Retake Assignment Options
 Assign Retakes: ☐ Yes ☒ No

RETAKE ASSIGNMENT OPTIONS

1. To set **Retake Assignment Options**, click **Yes** next to Assign Retakes.

2. Slide the **Mastery Level** bar to the desired mastery score the student should achieve. If the student does not meet this score, a student receives a retake.
3. The **Mode for Retakes** determines whether the student's retake will be in Open or Quiz mode.

NOTE: You may select different

modes for the Original Assignment than for Retake Assignment. Example: An assessment (Quiz mode) could use the retake feature for test corrections. The Original assignment is in Quiz mode and the retake can be in Open Mode for students to learn from mistakes or Retake in Quiz mode to make it more challenging for students to answer. They will have to investigate the questions to discover the correct answer.

4. **Auto-Score Retries** determines whether questions that the student answered correctly on retry are scored with no credit, half credit or full credit to determine if a student has met the Mastery Score. The setting applies to the original assignment and any automated retakes. A student can get to mastery quicker with giving half or full credit for retries.
5. **Number of Retakes** determines how many automated retakes can be issued to a student. The range to select from is 1 through 10. However, if the student is issued a retake and still does not meet the expected Mastery Level, the system will not issue another automated retake if the student has exhausted the limit for Number of Retakes or if the Availability From/To date has expired.

Retake Assignment Options ?
 Assign Retakes: ☒ Yes ☐ No
 Mastery Level (80) : 50 100
 Mode for Retakes: ☒ Open ☐ Quiz
 Auto Score Retries: ☐ Score with retries as no credit ☒ Score with retries as half credit ☐ Score with retries as full credit
 Number of Retakes: -Select-

6. **Availability Options** determines the availability date range and if a retake is be timed.

- **Always vs From/To** – the date range the student has to work on the retake. The From date is automatically the same From date as the original assignment.
- **Timed** determines the amount of time to complete the retake assignment once they start it. Don't check unless you want each retake set on a timer.

Availability Options: ☐ Always ☒ From/To (This date range determines the window during which the student can view and complete retakes (From and To) and the cutoff date (To) for generating retakes)

From: 12/7/20 01:00 AM Read-only: set by Initial Assignment Options when From/To selected otherwise set to current date

To: 12/07/20 11:59 PM

☒ Timed 00 H: 02 M

7. **Auto-Graded Questions to Include in Retakes** determines which auto-graded (non-CR) questions to include in retakes.

- **Exact Same Questions as Original Assignment** – retake will contain all the questions from the initial assignment, regardless of whether the student answered them correctly or not.
- **Questions Answered Incorrectly the 1st Time** – when selected, retakes will include all questions that were answered incorrectly on the 1st try in the previous assignment (Original assignment or an automated retake). If using the Open mode, students will still get this question in the retake even if they answered it correctly on the retry.
- **Questions Answered Incorrectly after Retry** – available only when using the Open mode. Each automated retake will only include only those questions that the student answered incorrectly on both the 1st try and the retry on the previous assignment.

Auto Graded Questions to include on Retakes:

- Select An Option-
- Select An Option-
- Exact Same Questions as Original Assignment
- Questions Answered Incorrectly the 1st Time
- Questions Answered Incorrectly after Retry

8. **CR Questions to include in Retakes** determines whether to include Constructed Response (CR) questions in retakes.

CR Questions to Include on Retakes:

- Select An Option-
- Select An Option-
- Do not include any CR Questions
- Include CR Questions where MAX Score was not achieved

- Even if you have no CR questions in an assignment, you still need to select **Do not include any CR Questions**. An error message appears reminding you to select something. For assignments without CR questions, the retake is initiated when the student completes the assignment then the original is locked from the student view.
- For assignments with CR questions, the retake is initiated for that student when the last CR question is graded for that student. It waits for all questions to be graded so that it can properly calculate the overall assignment score to determine a retake. If choosing **Do not include any CR Questions**, the retake will be assigned automatically, and the original assignment is locked from the student view. To grade CR Questions, click on Assign/Monitor icon to right of assignment, click on Assignment Results tab at top, choose the class, and then scroll down and click on Grade CR.

Error!

- The Re-Take Assignment Options To date is earlier than the From date. Please fix the dates and try again.

OK

- If choosing **Include CR Questions where MAX Score was not achieved** the students will get the retake with the CR question again. The teacher will need to grade the CR question on the retake before the student will get another retake. Once graded the original is locked from the student view.

Confirm

The assignment contains CR Questions which will have to be scored prior to Automated Retakes being assigned to students who do not meet the Mastery Level. Do you still want to assign this assignment with Retakes?

NOTE: Grading Constructed Response (CR) - Click on Assignments – Click on Assignment Monitor Icon to the right of the assignment – Choose Assignment Results Tab – Choose the Class – Scroll Down towards the bottom and click on **Grade CR**.

DATA RESULTS FOR A MASTERY RETAKE ASSIGNMENT

The assignment data will be shown on the Assignment Results tab which reflects only the original results from the first time a student takes an assignment and a Retake Results tab which will show the original and all retake scores.

HOW TO VIEW THE RESULT FROM THE ORIGINAL ASSIGNMENT

1. Original Assignment Results

- Click on **Assignments** then select the Assign/Monitor icon to the right
- Click on **Assignment Results** tab at top and choose the class
- If you have constructed response questions, scroll down and choose **Grade CR**. When finished, click **Back** in upper right.
- You will now see results for the original assignment in the following places:
 - Raw Score** – if assigned with Open Mode, Raw Score is based on the Score Options above. If Quiz mode, the Raw Score is what it is.
 - Mastery Score** – this screen does not reflect the retakes. Notice to the far right a column **Retakes Issued** in addition to the original assignment. To see results from the retakes, view steps for Retake Results below.

Score Options

Show score as: ☐ Points ☒ Percent

☒ Score unanswered short answer questions as Incorrect and unscored/unanswered CR questions as 0 points

Retries: ☐ Score with retries as no credit ☒ Score with retries as half credit ☐ Score with retries as full credit

to update assignment results below

Assignment Results								
	Last Name	First Name	✓	✗	✗✓	CR Answered	Raw Score	Mastery Score
<input type="checkbox"/>	Cleaver	Wally	1	1	3	0	50%	20%
<input type="checkbox"/>	Ronstadt	Linda	2	1	2	0	60%	40%
<input type="checkbox"/>	Rutherford	Lumpy	3	0	2	0	80%	60%

VIEWING RETAKE RESULTS

1. Retake Results Tab

- Click on **Assignments** then select the Assign/Monitor icon to the right
- Click on **Retake Results** tab at top and choose the class

Assignment: Mastery Sample-4

Assignment Results
Retake Results
Assign To Students

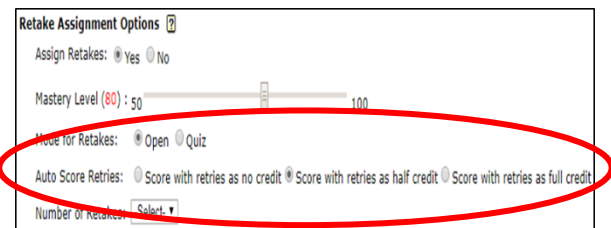
☒ **FERPA**

Class: Earth Science Period 3

- The column to focus on is **Mastery Score** – which keeps accumulating the students results with each retake for that assignment. Notice to the right of the student's name in the **Retake Number** column, the word Original and then each numbered retake.

	Last Name	First Name	✓	✗	✗✓	CR Answered	Raw Score	Mastery Score	Date Assigned	Date Started	Date Completed	Retake Number	Details	Reports
<input type="checkbox"/>	Cleaver	Wally	1	1	3	0	80%	20%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	Original	Review with Retakes	Report Responses
<input type="checkbox"/>	Cleaver	Wally	2	0	2	0	100%	60%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	1	Retake Review From/To 06/16/21 1:00 AM - 06/18/21 4:30 PM	
<input type="checkbox"/>	Cleaver	Wally	1	0	1	0	100%	80%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	2	Retake Review From/To 06/16/21 1:00 AM - 06/18/21 4:30 PM	
<input type="checkbox"/>	Cleaver	Wally	0	0	1	0	100%	80%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	3	Retake Review From/To 06/16/21 1:00 AM - 06/18/21 4:30 PM Limit Reached	
<input type="checkbox"/>	Ronstadt	Linda	2	1	2	0	80%	40%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	Original	Review with Retakes	Report Responses
<input type="checkbox"/>	Ronstadt	Linda	1	0	2	0	100%	60%	06/16/23	06/16/23 12:00 AM	06/16/23 12:00 AM	1	Retake Review From/To 06/16/21 1:00 AM - 06/18/21 4:30 PM	

- The **Mastery Score** column only takes into consideration the Auto Score Retries options set on the retake assignment.



Retake Assignment Options

Assign Retakes: ☒ Yes ☐ No

Mastery Level (80): 50 100

Mode for Retakes: ☒ Open ☐ Quiz

Auto Score Retries: ☒ Score with retries as no credit ☐ Score with retries as half credit ☐ Score with retries as full credit

Number of Retakes: Select

Note: The Raw Score column on this screen reflects the original score and each individual retake score based on the options set on the **Assignment Results** screen **Score Options**.

- The **Details** column lists the settings that were chosen for the automated retakes option. It will also indicate “Limit Reached” where the student maxed out the number of retakes allowed or “Mastery Achieved Limit Reached” where the student met the mastery requirement set by the teacher.

MANUALLY ASSIGNING AN AUTOMATED RETAKE

Assignments that are Past Due or Timed Out

- When a student did not finish by the end of the From/To Date range or Timed amount set, you may **Manually Assign Automated Retakes**.
- From the Retake Results tab, scroll to the bottom and click the link for Manually Assign Automated Retakes.
- Only students who qualify will show based on the criteria they didn't finish by the due date or timed out. Check the box to the left of the student's name and click **Assign**.
- When you manually assign a retake, the previous assignment (that was past due or timed out) is changed to **Skipped** and the results of that assignment are not used when calculating the student's cumulative Mastery Score.

NOTE: Another option would be to change the dates for a past due assignment versus issuing a manual retake. This allows the student to keep their current progress by allowing more time to complete it instead of issuing a retake will force them to start over, answer all questions again and will skip the previous assignment.

CHANGE DATE FROM/TO ON AN AUTOMATED RETAKE

Student was unable to complete the retake before the end date

1. From the Retake Results tab, check the box to the left of the student's name then scroll to the bottom and click the link **Change Date From/To**.
2. In the pop-up select the new dates and **Save** your changes.

Note: This does not change the retake settings in the original assignment – it simply overrides the automated retake dates to allow the student more time to complete the retake.

UNASSIGNING AN INDIVIDUAL AUTOMATED RETAKE

1. You may unassign an individual Automated Retake that has either **not been started or not been completed**.
2. From the Retake Results tab, check the box to the left of the student's name and click **Unassign Retake Assignment**.
3. A warning message asking for confirmation to delete the assignment will appear. Click Yes and the individual retake will be unassigned and no longer visible on the Retake Results screen.
4. This will not affect the original assignment or any previous automated retakes.

SET ORIGINAL & ALL AUTOMATED RETAKES TO REVIEW-ONLY

Note: This option fully ends the process and you will not be able to manually re-initiate it.

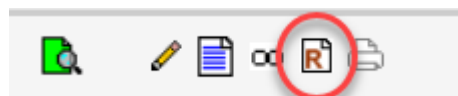
1. From the **Assignment Results** tab, check the box to the left of student name(s) to set to review-only or click on Check All then scroll down and click on **Set Original & All Automated Retakes to Review Only**.
2. Click **Yes** to the message, "Are you sure you want to set the original assignments and retakes to review?"

MASTERY LEVEL REPORT

1. The **Mastery Level Report** is accessed by clicking on the **R** icon to the right of the assignment name on the Assignments page

OR

from the link at the bottom of the Retake Results tab



2. Changing Report Options will not impact whether an automated retake is issued to a student. You can score unanswered questions incorrect and CR not answered with 0.
3. This report displays the cumulative retake mastery score for each student taking into consideration the Report Options.
4. You may click on a student's name to drill down to the Individual Level report for that student.

Report Options
Scoring Threshold: score for determining blue/red bars
☐ Score unanswered short answer questions as Incorrect and unscored
Check to include in details:
☒ Totals ☐ Topics ☐ Tags ☐ Levels ☐ Attributes
☐ Correct/Incorrect ☐ Standards ☐ Questions
[Refresh Report](#)

Mastery Score Results

Name	student ID	Score	1	2	3	4	5	# Of Retakes
Cleaver, Wally	9002	80	✓	✓	✗	✓	✓	3
Ronstadt, Linda	8888888888	80	✓	✓	✓	✗	✓	3
Rutherford, Lumpy		100	✓	✓	✓	✓	✓	2

Mastery Level Report – Individual Student

1. You may click on a student's name to drill down to the Individual Level report for that student.
2. On the individual report, instead of the list of student names, you will see a list of the assignments the student has completed for that specific Mastery Retake Assignment. The first one is always the original and retakes are listed sequentially after that.
3. Above the list of assignments, you will see the **Mastery Level** that you assigned, the **Total Points** possible for the original assignment (combined multiple-choice questions 1 point each and the point value for each CR question), **Retry Scoring** setting you selected for scoring Correct on Retry answers and the **Status** whether mastery was achieved.
4. If a question was not included in an automated retake based on the retake settings, you will see **NI** in that column.
5. The **Points** column indicates how many points the student has achieved at that point.
6. The **Retake Reason** column indicates whether the assignment was auto generated or was manually assigned.
7. To view the individual **Details for Assignment** for the original and each retake, click on an assignment from the list and the details will be shown just for that one.

Mastery Level:100 Total Points:5 Retry Scoring:No Credit Status:Limit Reached									
Name	Mastery Score	1	2	3	4	5	Points	Retake #	Retake Reason
Mastery Sample-4	20	✗	✗	✗	✗	✓	1	Original	Original
Mastery Sample-4 (Automated Retake 1)	60	✓	✗	✗	✓	NI	3	1	Auto
Mastery Sample-4 (Automated Retake 2)	80	NI	✓	✗	NI	NI	4	2	Auto
Mastery Sample-4 (Automated Retake 3)	80	NI	NI	✗	NI	NI	4	3	Auto