T4

Thommen's Timely Technology Tips "Reading Mail and Rescoring at the Same Time"

A common problem that I often run in to when using online fill-in-the-bank testing is that students will produce answer alternatives that I did not anticipate. As a result, I receive email requests asking me for reevaluation of their responses.

Fulfilling these requests used to be time consuming because I used the following process:

1. Open email in D2L and read the request.
2. Click the **Assessment** tab > **Quizzes** item to see the listing of quizzes in the course.
3. Select the **dropdown arrow** for the quiz in question and select the **Grade** option.
4. Select the quiz **Attempt** for the student making the request from the **Grade Quiz** screen.
5. Find the question needing attention on the **Grade Attempt** screen, evaluate, and type in the new score if appropriate.
6. Click the **Save and Close** button to record the correction.
7. Reopen the email and find the student's original request. Construct a reply and send it to the student.

Using Tabs to Accomplish Two Things at Once

Where the above process becomes cumbersome is when I move from email, to the quizzing utility and then back to email. Clicking tabs, navigating lists, and selecting from multiple menus can take an inordinate amount of time.

Modern browsers provide a handy alternative called "tabbed" browsing which can streamline this process. Normally, when you click on a link, the current web page is replaced with a new web page. Using the tab function, the new information is sent to a new window within the browser and the old web page is retained. To move between "old" and "new" pages, just click on the appropriate tab.

At step #2 above, instead of clicking the **Quizzes** item, I right click the **Quizzes** item and select the **Open link in a new tab** item from the menu. This action generates a new tab at the top of the browser window labeled "**Grades list – YourClassName**". I click this tab to move to the quiz utilities, make corrections and click on the "**Email-YourClassName**" tab to return to the email system at the exact point where I left it (see the example below).

If multiple corrections are necessary, keeping the email system open in one tab and the quiz system open in the other is a great time saver. When I am done, I close the extra tab by clicking the "X" on the right side of the tab. I strongly recommend closing the extra tab before moving to a different class site.

Click here to close tab

This timely tip can also be found at:

http://www.lcc.edu/cte/resources/thommen_tips/