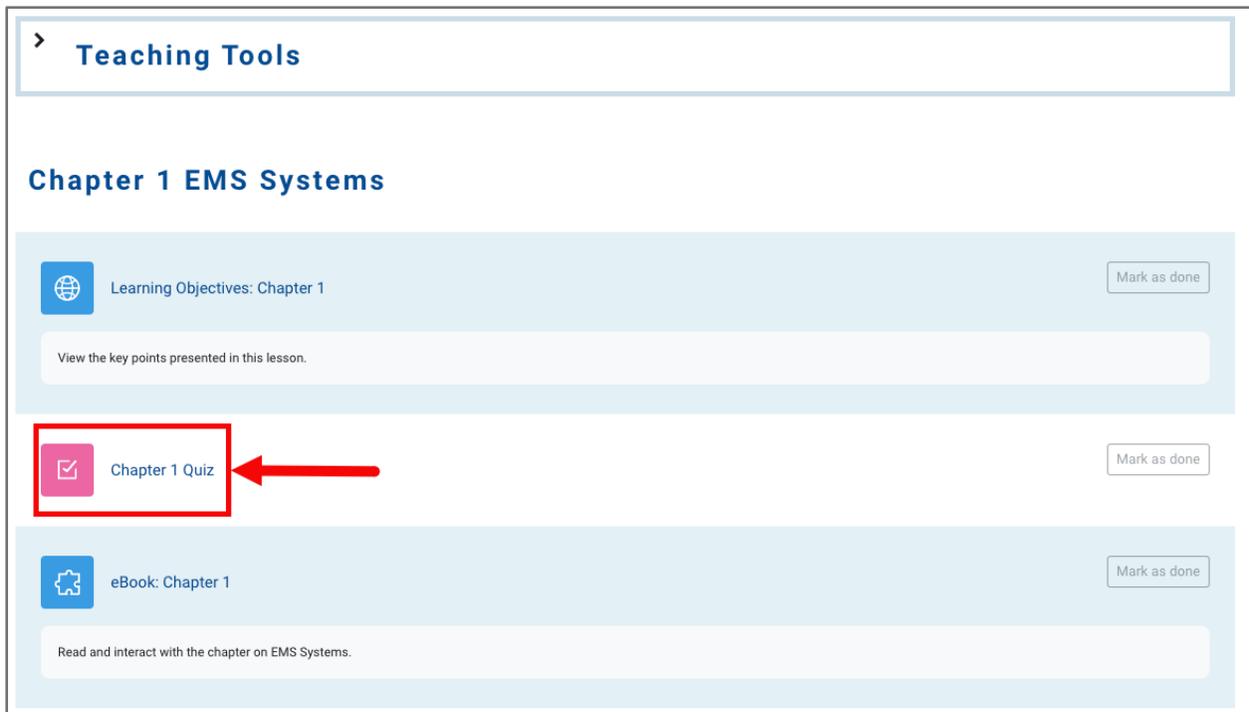# How to Use the Regrade Function

This document provides directions on how to use the regrade function in Navigate. It covers how to edit quiz questions and answers that have already been completed by students and how to regrade based on any changes made to the quiz, including changes to full or partial credit for certain answers.

1. Begin by navigating to and clicking on the quiz for which you would like to make changes before regrading.
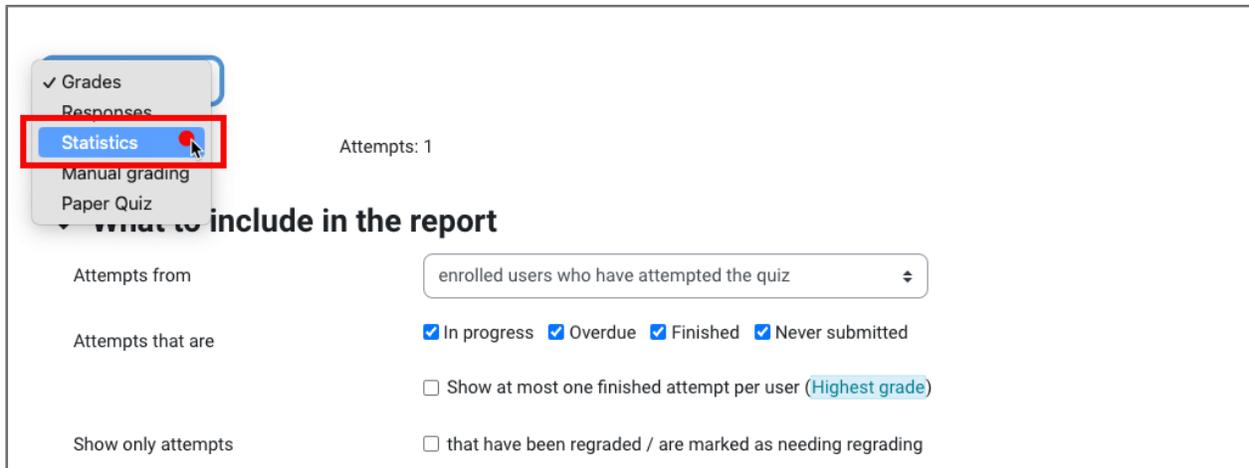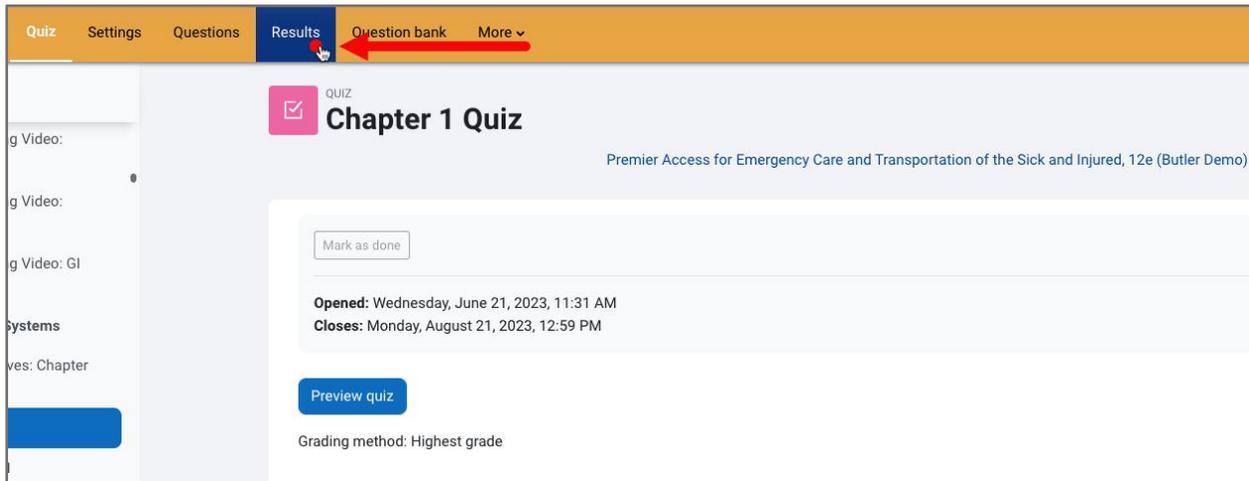
2. Click on the **Results** menu option at the top of the page, then choose **Statistics** settings from the dropdown menu.

3. Scroll down to the **Quiz structure analysis** section. This table displays a report of how each individual question was answered. Click on the **Question Name** of the question that needs to be adjusted.

Quiz structure analysis

Download table data as [Comma separated values (.csv) ⇕] [Download]

Q#			Question name	Attempts	Random guess score	Intended weight	Effective weight	Discrimination index	Discriminative efficiency
1	⚙	🔍⚙	TUESDAY Continuing education in EMS serves to:	1	37.50%	6.25%			
2	⚙	🔍⚙	EMS as we know it today had its origins in 1966 with the publication of:	1	25.00%	6.25%			
3	⚙	🔍⚙	If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should:	1	25.00%	6.25%			
4	⚙	🔍⚙	Obtaining continuing medical education is the responsibility of the:	1	25.00%	6.25%			

More detailed analysis of the responses to this question

4. The next page displays the Question Information, Question Statistics, and the Analysis of Responses, which indicates the percentage of students that selected something other than the correct response, marked as 100%. In the **Question Information** section, click on the **Gear** icon next to the **Question Name**.

Question information

Quiz	Chapter 1 Quiz
Question name	If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should: 🔍 ⚙
Question type	☰ Multiple choice ☰
Position(s)	3
	If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should:

Edit

Question statistics

Attempts	1
Random guess score	25.00%
Intended weight	6.25%
Effective weight	
Discrimination index	
Discriminative efficiency	

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5. Make any necessary changes to the question such as assigning partial credit to a different response, adjusting the text of the question, or assigning complete credit to another response. Click on **Save Changes** at the bottom of the page.

Editing a Multiple choice question ⊙

Expand all

⌄ General

Current category	Chapter 01 - Chapter Quiz (21)
Version	Version 1 Created by *nick savino* on *Monday, December 21, 2020, 11:13 PM*
Question name ❗	If a defibrillator manufacturer claims that its device termi...
Question text ❗	If a defibrillator manufacturer claims that its device terminates ventricular fibrillation on the first shock 95% of the time, you should:

> Can edit question name/text here.

⌄ Answers

Choice 1
avoid purchasing the device because this claim is unrealistic.

Grade: None

Feedback

Choice 2
recognize that this does not mean the de... ...e lives.

Grade: 100%

Feedback

> Click to assign full, partial, or no credit for each answer option.

Choice 3
purchase the device based solely on the manufacturer's claim.

Grade: None

Feedback

⟩ Multiple tries

⟩ Tags

Save changes and continue editing   🔍 Preview

Save changes   Cancel

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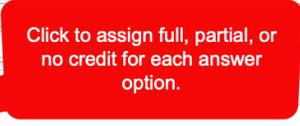
6. Your changes will not automatically adjust any scores and acts as a safeguard should more editing be necessary. When you're ready to regrade student attempts to reflect your updates, click on the **Results** menu option at the top of the page, then choose **Grades** settings from the dropdown menu.
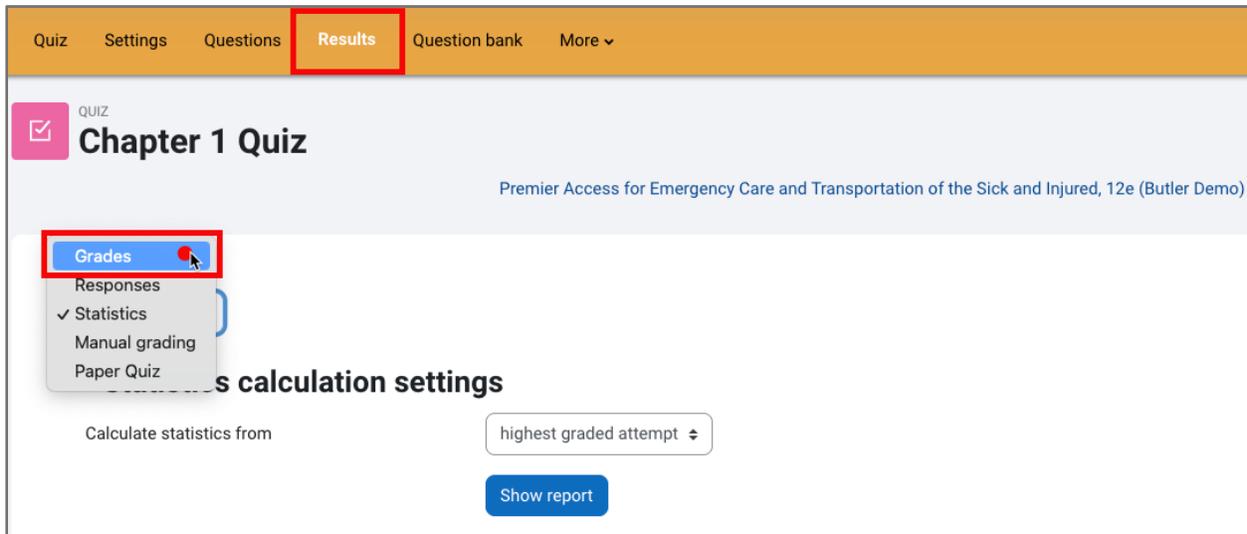
7. Scroll as needed to find and click on the **Regrade All** button. Now, the student scores for every student who encountered the edited question(s) will be adjusted.